

USAF HONOR GUARD
BASIC PROTOCOL, HONORS, AND CEREMONIES
TRAINING GUIDE



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Foreword

This book includes information about ceremonies performed by the United States Air Force Honor Guard and Base Honor Guards worldwide. It will be used to standardize ceremonies and the manner in which they are performed from base to base. It provides detailed instructions on key areas such as manuals, uniforms, history and traditions, and a variety of ceremonies.

The “ceremonial guardsmen” is an individual of good reputation having integrity, ethical conduct and exhibiting standards which merit respect; responsible for protecting and overseeing the maintenance of standards on and off duty. It is truly an occupation, which requires outstanding devotion and commitment to duty. In keeping with traditions and maintaining exceptionally high standards the honor guard will continue to remain an icon of excellence.

Although this book contains information on many different types of ceremonies and issues related to them, it may be necessary for supplements to be added in the future. Any questions regarding those supplements may be addressed by calling DSN 754-1680.

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Chapter 1—BASIC STANDING MANUALS	8
1.1. Introduction.....	8
1.2. Position of Attention.....	8
1.3. Positions of Rest	8
1.4. Facing Movements.....	9
1.5. Formation of Flight.....	10
1.6. Present/Order Arms	10
1.7. Forward March/Flight Halt.....	10
1.8. To Align Flight in Line.....	11
1.9. Open Ranks	11
1.10. Mark Time	12
1.11. Right/Left Flank.....	13
Figure 1.1. Position of Attention.....	13
Figure 1.2. About Face (Count 1).....	14
Figure 1.3. About Face (Count 2).....	14
Figure 1.4. Left Face (Count 1).....	14
Figure 1.5. Left Face (Count 2).....	14
Figure 1.6. Present Arms	15
Chapter 2—APPROPRIATE WEAR OF CEREMONIAL UNIFORM ITEMS	16
2.1. Ceremonial Hat	16
2.2. Ceremonial Coat	16
2.3. Ceremonial Belt	16
2.4. Ceremonial Trousers/Slacks	17
2.5. Ceremonial Shoes	17
2.6. Ceremonial Gloves.....	17
2.7. All Weather Coat	18
2.8. Overcoat.....	18
2.9. Gray Scarf	18
2.10. Combat Boots.....	18
2.11. Summer Dress Uniform	18
2.12. Lightweight Blue Jacket	19
2.13. Rain Cap Cover.....	19
2.14. Overall Appearance	19
Chapter 3—COLORS	20
3.1. General Information.....	20
3.2. Definition of Terms.....	20
3.3. General Rules for Colors	22
3.4. Implementation	22
3.5. Responsibilities	23
3.6. Equipment	23
3.7. Flagstaff Manuals.....	23
3.8. Weapons Movements.....	27

3.9.	Full Honors Funeral	33
3.10.	Colors Sequence.....	33
3.11.	Personal Colors	34
3.12.	Posting Colors in Stands Sequence.....	35
3.13.	Rippling to Shoulder from Port Arms.....	36
3.14.	Rippling to Port Arms from Shoulder.....	36
Figure 3.1	Stand at Ease (Count 1).....	38
Figure 3.2	Stand at Ease (Count 2).....	38
Figure 3.3	Position of Attention.....	38
Figure 3.4	Straight Port	38
Figure 3.5	Angle Port	39
Figure 3.6	Right Shoulder (before Colors, Ready, Cut).....	39
Figure 3.7	Right Shoulder	39
Figure 3.8	Present Arms.....	39

Chapter 4—FIRING PARTY **40**

4.1.	General Information.....	40
4.2.	Equipment	40
4.3.	Basic Firing Party Movements.....	41
4.4.	Firing Sequence	44
4.5.	Loading the Weapon	47
4.6.	Unloading the Weapon	47
4.7.	Arrival and Departure Sequence; Retrieval of Rounds.....	48
4.8.	Full Honors Funeral	48
4.9.	Standard Honors Funeral	49
Figure 4.1	M14 Diagram	50
Figure 4.2	Loading Rounds into Magazine.....	51
Figure 4.3	Loading Magazine into M14 (Step 1).....	51
Figure 4.4	Loading Magazine into M14 (Step 2).....	51
Figure 4.5	Position of Attention; Order Arms (Count 5)	52
Figure 4.6	Ceremonial at Ease	52
Figure 4.7	Carry Arms.....	52
Figure 4.8	Port Arms; Order Arms (Count 2)	52
Figure 4.9	Order Arms from Present Arms (Side View) (Count 4)	53
Figure 4.10	Order Arms from Present Arms (Front View) (Count 4)	53
Figure 4.11	Ready Face (Count 1)	53
Figure 4.12	Ready Face (Count 2)	53
Figure 4.13	Ready Face (Count 3)	54
Figure 4.14	Ready Face (Count 4)	54
Figure 4.15	Ready Face (Front View) (Count 4)	54
Figure 4.16	Ready Face (Front View) (Count 5); Ready (Counts 3 and 6)	54
Figure 4.17	Ready Face (Front View) (Count 6); Ready (Count 7).....	55
Figure 4.18	Ready (Count 1).....	55
Figure 4.19	Ready (Count 2).....	55
Figure 4.20	Ready (Count 4).....	55
Figure 4.21	Ready (Count 5).....	56

Figure 4.22	Ceremonial at Ease (Flare between counts 2 and 3)	56
Figure 4.23	Ceremonial at Ease (Count 2); Firing Party (Count 1)	56
Figure 4.24	Ceremonial at Ease (Count 1); Firing Party (Count 2)	56
Figure 4.25	Present Arms (Angle View).....	57
Figure 4.26	Present Arms (Front View).....	57
Figure 4.27	Order Arms from Present Arms (Count 3); Port Arms (Count 1)	57
Figure 4.28	Order Arms from Present Arms (Count 1)	57
Figure 4.29	Port Arms (Flare between counts 1 and 2).....	58

Chapter 5—PALLBEARERS 59

5.1.	Full Honors Funeral	59
5.2.	Six - Person Flag Fold.....	65
5.3.	Standard Honors Funeral	68
5.4.	Three - Person Funeral.....	70
5.5.	Two – Person Flag Fold.....	70
5.6.	Cremate Sequence for SHF and FHF.....	73
5.7.	Up and Face Sequence	75
5.8.	Vault Lid on Side of Bier Sequence	76
Figure 5.1	End of Inspection of Flag.....	77
Figure 5.2	Dressing Sequence (Count 1).....	77
Figure 5.3	Dressing Sequence (Count 2).....	77
Figure 5.4	Dressing Sequence (Count 3).....	77
Figure 5.5	Dressing Sequence (Count 4).....	78
Figure 5.6	Dressing Sequence (Count 5).....	78
Figure 5.7	Dressing Sequence (Count 6).....	78
Figure 5.8	Dressing Sequence (Count 7).....	78
Figure 5.9	Dressing Sequence (Count 9).....	79
Figure 5.10	6 Person Flag Fold	79
Figure 5.11	Stand at Ease	79
Figure 5.12	Step	79
Figure 5.13	Left Flank, March (Count 1).....	80
Figure 5.14	Left Flank, March (Count 2).....	80
Figure 5.15	Turning Steps	80

Chapter 6—FUNERAL DIAGRAMS, COMMANDS, AND SEQUENCES 81

6.1.	Full Honors Funeral Diagram	81
6.2.	Standard Honors Funeral Diagram	81
6.3.	Colors Commands.....	82
6.4.	Pallbearers Commands.....	83
6.5.	Firing Party Commands	84
6.6.	Colors Full Honors Funeral Sequence	85
6.7.	Colors Posting/Non-posting Sequence	87
6.8.	Pallbearers Full Honors Funeral Sequence	88
6.9.	Pallbearers Standard Honors Funeral Sequence	89
6.10.	Pallbearers Veteran Honors Funeral Sequence.....	90
6.11.	Firing Party FHF Sequence.....	91

6.11. Firing Party SHF Sequence.....	92
Chapter 7—AIR FORCE BUGLER	93
7.1. General Information.....	93
7.2. Positions.....	93
7.3. Graveside Service	93
7.4. Memorial Service.....	94
7.5. Full Honors Funeral	94
7.6. Standard/Modified Honors Funeral	94
7.7. Veteran Honors Funeral.....	94
Chapter 8—FUNERAL SEQUENCES	95
8.1. Full Honors Funeral	95
8.2. Standard Honors Funeral	96
8.3. Veteran Honors Funeral.....	97
Chapter 9—RETREAT CEREMONY	99
9.1. Personnel.....	97
9.2. Equipment.....	97
9.3. Support Materials.....	97
9.4. Preparation	97
9.5. Sequence of Events	97
Chapter 10—AIR FORCE RIFLE CORDON	100
10.1. Formation and Advancement of Cordon.....	100
10.2. Dressing Sequence	100
10.3. Arrival	100
10.4. Departure.....	100
10.5. March Off.....	100
10.6. Cordon Sizes	101
Chapter 11—SABER AND SWORD MANUALS AND CORDONS	102
11.1. General Information.....	102
11.2. Standing Manual of Arms.....	102
11.3. Saber (Sword) Cordon	104
Figure 11.1. Saber and Sword Diagram	105
Chapter 12—MAINTENANCE OF THE M14 RIFLE	106
12.1. Introduction.....	106
12.2. General Information.....	106
12.3. Specifications.....	106
12.4. Disassembly	106
12.5. Disassembly of the Barrel and Receiver Group.....	106
12.6. Assembly of the Barrel and Receiver Group	107
12.7. Assembly of the Three Main Groups.....	109
12.8. Cleaning the M14.....	109

12.9. Normal Maintenance.....	111
Chapter 13—POW/MIA HAT TABLE CEREMONY	113
13.1. Personnel.....	113
13.2. Equipment.....	113
13.3. Support Materials.....	113
13.4. Preparation	113
13.5. Sequence of Events	114
13.6. Example Script/Table of Honor	115
Chapter 14—HISTORY AND TRADITIONS	117
14.1. Flag History	117
14.2. Changes in the Flag.....	118
14.3. Flags on Graves.....	118
14.4. Flags Covering Caskets.....	118
14.5. Flag Position (Open Casket)	119
14.6. Disposing of the Flag	119
14.7. Taps.....	119
14.8. Base Honor Guard Creed.....	120
Chapter 15—OIC/NCOIC RESPONSIBILITIES ON FHF/SHF	121
15.1. General Information.....	121
15.2. Pre-Ceremony	121
15.3. Arrival of Ceremony	121
15.4. Ceremony (FHF/SHF)	122
Attachment 1—GLOSSARY OF TERMS AND REFERENCES	125

Chapter 1

STANDING MANUALS (without a weapon)

1.1. Introduction.

1.1.1. This chapter explains the basic movements which must be mastered before attempting to accomplish drill and ceremonies with a weapon. Many of the drill movements resemble those covered in AFM 36-2203, Drill and Ceremonies, and others are unique to the Honor Guard.

1.2. Position of Attention.

1.2.1. The command of execution is Attention and will be preceded by a preparatory command (i.e. Colors, Bearers, Firing Party, Flight, etc). To come to attention, bring the feet together smartly, the heels and balls of feet are together and on line. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Arms hang straight down along side the body and wrists are not bent. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers. Hands are cupped with palms facing the leg. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required. (Figure 1.1.)

1.3. Positions of Rest.

1.3.1. Parade Rest.

1.3.1.1. The command is **Parade, REST**. Upon the command of execution **REST**, lift the left foot smartly and move it to the left six to eight inches apart and parallel with each other. Feet point straight forward, legs are straight but not stiff.

1.3.1.2. As the left foot moves, arms extend to the back with hands flared properly, right hand over left hand with middle finger resting over middle finger, right hand inside of the left hand with fingers extended and joined, thumbs touching.

1.3.2. At Ease.

1.3.2.1. The command is **AT EASE**. Relax, keep the right foot in place.

1.3.2.2. The position in the formation does not change, silence is maintained.

1.3.3. **Rest.**

1.3.3.1. The command is **REST**. Relax, keep the right foot in place.

1.3.3.2. You may talk in low conversational tones. The position in the formation does not change.

1.3.4. **Fall out.**

1.3.4.1. The command is **FALL OUT**. From the position of attention, execute a two count about face, step off with the left foot, and leave the formation. Unless told otherwise, remain in the immediate area.

1.4. **Facing Movements.**

1.4.1. **Two-Count About Face:**

1.4.1.1. The command for the movement is **About, FACE**. This is a two-count movement executed from the position of attention. Upon the command of execution **FACE**, lift the right foot just enough to clear the ground and place it perpendicular to the left foot forming a backwards "T" with both feet, arms remained pinned to the side, head follows the lead foot. This is the first count of the movement. The position of the left foot is not changed. Most of the weight of the body is resting on the ball of the right foot. (Figure 1.2.) On the second count, pivot 180 degrees to the right on the ball of the right foot while lifting the left foot just enough to clear the ground to meet the right, resuming the position of attention. Keep arms pinned to the side for the entire movement. (Figure 1.3.)

1.4.2. **Three-Count About Face:**

1.4.2.1. There is no command for this movement. This movement is only performed while moving as a solitary member and from the position of attention. Lift the left foot just enough to clear the ground and place it in front (perpendicular) of the right foot forming a "T" with both feet, bend the knees slightly. This is the first count of the movement. The position of the left foot is not changed. On the second count, lift the right foot just high enough to clear the ground and pivot 180 degrees, bringing the heels together to form a ninety degree angle (an "L"), then bring the left foot smartly to the right foot, resuming the position of attention. Keep the arms pinned at the side for the entire movement. Head and eyes follow the lead foot on each count.

1.4.3. **Left (Right) Face:**

1.4.3.1. The command for the movement is **Left (Right), FACE**. This is a two-count movement. To complete count one of the movement, from the position of attention, lift the left (right) foot and place it down ninety degrees to the right (left) foot forming an "L". The heel of the left (right) foot should be against the heel of the right (left) foot.

Head follows the lead foot. The rest of the body remains at the position of attention. (Figure 1.4.) To complete count two of the movement, distribute the weight of the body to the left (right) foot. Lift the right (left) foot and, with snap, bring it along side the left (right) foot and turn the body 90 degrees to the left (right) simultaneously. The rest of the body remains at the position of attention. (Figure 1.5.)

1.5. Formation of the Flight.

1.5.1. The purpose of the movement is to form a flight in line formation.

1.5.2. The command for the movement is **FALL IN**.

1.5.3. Upon the command: The guide moves to a position so that the formation is three paces away and centered on the Flight Commander (to do this he or she must take the size of the formation into consideration). Once in position the guide executes an automatic dress right dress without turning his or her head. The first element leader falls into a position to the left of the guide so that his or her right shoulder is touching the fingertips of the guide and executes an automatic dress right dress. The second and third element leaders fall into a position behind the first element leader establishing a 40-inch distance.

1.5.4. Each succeeding member of the formation falls into a position to the left of the element leaders, executing an automatic dress right dress, establishing dress and cover. It's the responsibility of the first element to establish the interval. Once in position, they return to the position of attention. It's important to square off the back of the formation. When there is an odd number, fill the formation in from the third element forward.

1.6. Present Arms/Order Arms.

1.6.1. The command is **Present, ARMS**. Upon the command of execution **ARMS**, from the position of attention, raise the right hand up the centerline of the body, uncupping the hand and extending the fingers and thumb at approximately waist level. Continue to raise the right hand until the upper arm is parallel with the ground and slightly forward of the body (or to the extent of the belt, so that the blouse does not ride up). The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) and the palm is slightly tilted toward the face. Touch the middle finger to the right front corner of the brim of the hat, the outer right point of the eyebrow, or the right outer point on the eyeglasses, depending on what is worn. Thumb and fingers are extended and joined. (Do not tuck thumb.) (Figure 1.6.)

1.6.2. To return to the position of attention, the command is **Order, ARMS**. Upon the command of execution **ARMS**, simply retrace your steps backward from present arms recupping your hand at approximately waist level. During present arms, silence and immobility are required. When performing this movement with a formation using a rifle, present arms and order arms are completed as three count movements. (i.e. If you are NFP calling Present Arms.)

1.7. Forward March.

1.7.1. The command is **Forward, MARCH**. Upon the command of execution **MARCH**, step off with the left foot sliding your heel for the first step. Pick up coordinated arm swing, six inches to the front and three inches to the rear. March with 24-inch steps as measured between the heels. When marching, place one foot in front of the other, in a straight line versus toes pointing inward or outward. To aid in maintaining cadence, the individual marching the formation can call cadence. The cadence commands are **Hut, Two, Three, Four** and are called in sets of two. Hut is given on the left foot, two on the right foot, three on the left foot, and four on the right foot.

1.7.2. To halt, the command is **Flight, HALT**. **Flight** is called on the left foot and **HALT** on the following left foot. Upon the command of execution **HALT**, take one more step with the right foot and close with the left.

NOTE: Forward March can be given in incremental steps by using the command **Paces Forward, MARCH**. Upon the command of execution **MARCH**, step off with the left foot and march forward the number of step commanded. On the last step simply bring the feet together and resume the position of attention. This movement is executed when there is not enough room to successfully execute a Flight Halt.

1.8. To Align the Flight in Line.

1.8.1. The purpose of this movement is to align the flight in line formation much like the command **COVER** does in column formation.

1.8.2. The command for this movement is **Dress Right (Left), DRESS**. Upon the command of execution everyone except the first rank turns their head 45 degrees to the right (left) looking down line to align themselves to the right (left) making sure that they are directly behind the person in front of them. Simultaneously, everyone except the last rank, will lift their left arm up and parallel to the ground, fingers extended and joined, palm facing down. The rest of the body remains at the position of attention. To adjust yourself within the formation, take short choppy steps. The first element must maintain fingertip to shoulder contact. Silence is maintained. At the completion of this movement each element should be aligned from the right or left flank of the formation.

1.8.3. To return to the position of attention the command is **Ready, FRONT**. Upon the command of execution **FRONT**, bring the head back to the front and the arm down to the side without slapping the side of the leg.

1.8.4. This movement can also be executed at close interval. The commands are **At Close Interval, Dress Right (Left), DRESS**.

1.8.5. To execute the movement, everything is the same except: the left hand slides up to the hip with the palm resting on the hip, fingers extended and joined pointing down. The elbow is bent and flared out 45 degrees. The first rank acquires elbow to arm contact.

1.9. Open Ranks.

1.9.1. The purpose of this movement is to open up the formation for inspection.

1.9.2. The command for this movement is **Open Ranks, March**. Upon the command of execution, the first element takes two paces forward, halts, and performs an automatic dress right, dress. The second element takes one pace forward, halts, and performs an automatic dress right, dress. The third element remains in place and executes an automatic dress right, dress. At the completion of this movement, each element should be aligned from the right flank of the formation.

1.9.3. Alignment procedures are used to ensure each file is properly aligned.

1.9.3.1. Once the formation has been given the appropriate dressing command, the Flight Commander moves by the most direct route, to the end of the first element. From this position, the front rank is aligned. If necessary, individuals are instructed to adjust their placement by name or number. The Flight Commander takes short side steps to verify alignment. He/she then faces to the left, marches forward, halts on the end of each succeeding rank, executes right face, and aligns the rank.

1.9.3.2. After verifying the alignment of the last rank, the Flight Commander executes a face in marching to the right and marches three paces from the front rank, halts and executes a left face. The command **Ready, FRONT** is given. The Flight Commander takes one step forward and executes a right face.

1.9.4. Once alignment is complete, the Flight Commander gives the command **Ready, FRONT**. This movement is accomplished by simply returning to the position of attention by bringing the left arm down sharply down to the side simultaneously snapping the head back to the front.

1.9.5. Once the inspection sequence is complete the flight is ready to be closed. This is done with the command **Close Ranks, MARCH**. Upon the command of execution the first element stands fast, the second element takes one step forward and halts and the third element takes two steps forward and halts. This all happens simultaneously with each element halting at the position of attention.

1.10. Mark Time.

1.10.1. The purpose of this movement is to march in place.

1.10.2. The command for this movement is **Mark Time, MARCH**. Upon the command of execution lift the left leg and begin marching in place, lifting each foot four inches off the ground. Keep the arms suspended at your side. The rest of the body remains at the position of attention. From a march, the command is **Mark Time, MARCH**. Upon the command of execution, take one more 24-inch step and then mark time ensuring you suspend your arms to your side.

1.10.3. To halt, the command is **Flight or Honor Guard, HALT**. Upon the command of execution, take one more step, then bring the feet together and halt at the position of attention.

1.10.4. To pick up a march, the command is **Forward, MARCH**. At which time one more step at mark time is taken then step out with a 24-inch step and coordinated arm swing.

1.11. Right/Left Flank.

1.11.1. The purpose of this movement is to turn a formation 90 degrees to the right (left), changing the attitude of the formation.

1.11.2. The command for this movement is **Right (Left) Flank, MARCH**.

1.11.3. Upon the command of execution, take one more step, suspend your arms to your side, pivot on the ball of the left (right) foot 90 degrees to the right (left), and step off with a 24-inch step and coordinated arm swing.



Figure 1.1. (Attention)



**Figure 1.2. (2 Count About Face)
Count 1**



**Figure 1.4. (Left Face)
Count 1**



**Figure 1.3. (2 Count About Face)
Count 2**



**Figure 1.5. (Left Face)
Count 2**



Figure 1.6. (Present Arms)

Chapter 2

APPROPRIATE WEAR OF CEREMONIAL UNIFORM ITEMS

2.1. Ceremonial Hat.

2.1.1. The silver braid on the ceremonial hat rests on the top of the black visor portion of the hat. Pull the two tabs outward to tighten the braid. Place a few small drops of super-glue behind the tabs and set them into place until they dry. This prevents the silver braid from becoming loose and moving out of place.

2.1.2. Secure the black patent leather chinstrap into the up position:

2.1.2.1. Unscrew the two chrome hat buttons holding the chinstrap into position.

2.1.2.2. Reverse the chinstrap so that the strap buckle is to the right of center when viewed from the rear.

2.1.2.3. Screw the chrome hat buttons into place ensuring the wings are in the up position.

2.1.3. The black patent leather chinstrap is worn when inclement weather dictates it. Usually, very strong winds or driving rainstorms make it necessary to wear the chinstrap down. The chinstrap is designed for these reasons and is used accordingly.

2.1.4. Color teams and personal colors bearers wear the black patent leather chinstrap down. Wearing the chinstrap down prevents the flag(s) from knocking the ceremonial hat from the head. Additionally, drill teams and flight line cordons may find it necessary to wear the chinstrap down due to continuous drill movements or adverse conditions

2.2. Ceremonial Coat.

2.2.1. Iron the lapels of the blouse down to enable all three buttons of the blouse to be displayed. Always iron with an ironing cloth. This prevents ironing marks, burns, shining, etc.

2.2.2. The aiguillette fits snugly along the shoulder seam of the blouse. Use several (5-7) large baby pins to secure the aiguillette from underneath the blouse. The tassel is pulled down and the spiraled cord is sewn or glued to the inside of the larger portion of the aiguillette.

2.3. Ceremonial Belt.

2.3.1. The ceremonial belt is worn when it is practical and pertinent to the ceremony. Wear the ceremonial belt where the member does not do an extreme amount of moving (i.e., marching in parades). Awards bearers, flower bearers, OIC/NCOIC (optional), color teams, personal colors bearer etc., wear the ceremonial belt. Pallbearers and Firing Party do not wear the ceremonial belt.

2.3.2. When blousing a guardsman, a minimum of two people are used.

2.3.2.1. Adjust the ceremonial belt to fit very tightly around the waist. The ceremonial belt rests between the second and third button of your unifor

2.3.2.2. The "blousee" holds the belt in the approximate position where the belt fastens with some slack being provided for the "blousers" hands.

2.3.2.3. The "blouser" positions the hands along two side seams on the back of the blouse, raincoat, or overcoat.

2.3.2.4. The "blouser" pulls the excess material from the front of the uniform and folds it underneath the two side seams in a forward position. When bloused, the entire uniform appears neat, wrinkle-free, and without bunches.

2.3.2.5. The "blousee" then fastens the belt in front.

2.3.2.6. The "blouser" re-checks the ceremonial belt and places the two keepers one thumbs length from the chrome belt buckle on both sides of the buckle.

2.4. Ceremonial Trousers/Slacks.

2.4.1. Use an ironing cloth when ironing.

2.4.2. When sitting down in ceremonial trousers/slacks, roll the excess material located under the knees into a neat fold to prevent wrinkling.

2.5. Ceremonial Shoes.

2.5.1. Clean and shine the shoes. Furniture polish works well.

2.5.2. Use edge dressing on the soles of the shoes, to include the welts.

2.5.3. Tuck the bows from the shoe strings into the shoe.

2.6. Ceremonial Gloves.

2.6.1. Gloves will be white, unless wearing cold weather gear (black gloves) in inclement weather conditions.

2.6.2. Worn with the end of the glove folded under providing a neat appearance.

2.6.3. While performing a Full Honor Funeral, white silicone gloves will be worn with Firing Party. If it is raining, gloves should not be worn.

2.6.4. While performing a Standard Honor Funeral, white gloves will not be worn on Firing Party unless they are leather or the white gloves are made with a material that allows the gripping of the weapon. If the gloves DO NOT have the material to allow the member to grip the weapon securely, then do not wear the gloves to fire.

2.7. All Weather Coat.

2.7.1. The coat is wrinkle free.

2.7.2. The belt loops are removed from the coat for blousing purposes.(Note: Only if purchased by the Honor Guard).

2.8. Over Coat.

2.8.1. The coat is wrinkle free.

2.8.2. The belt loops are removed from the coat for blousing purposes.(Note: Only if purchased by the Honor Guard).

2.9. Gray Scarf.

2.9.1. Scarf is worn left over right.

2.9.2. When the scarf is worn, wear only black gloves.

2.10. Combat Boots.

2.10.1. May be worn with the ceremonial uniform during heavy snowfall or extremely muddy conditions.

2.10.2. Do not blouse the ceremonial trousers/slacks over or into the boot.

2.11. Summer Dress Uniform

2.11.1. Proper wear of the summer dress uniform is located in AFI 36-2903, table 3.2 Distinctive Uniforms.

2.11.1.1. Always wear the ceremonial belt while wearing the summer uniform.

2.11.2. The OIC/NCOIC of the ceremony may authorize wear of the summer dress uniform when the temperatures exceed 94 degrees or 90 degrees plus with relative humidity of 60% or higher.

2.11.3. The OIC/NCOIC of the ceremony should request a weather forecast from the installation or region where the ceremony will take place.

2.11.3.1. The forecast should include temperature, apparent temperature (wind chill/heat index), wind velocity, humidity and precipitation probability.

2.11.3.2. *The summer dress uniform WILL NOT be worn while performing any Military Funeral Honors or indoor color teams.*

2.12. Light Weight Blue Jacket

2.12.1. Always wear the light weight blue jacket during transit to a ceremony versus sitting in the ceremonial blouse.

2.12.2. Do not place a crease in the sleeves of the jacket.

2.13. Rain Cap Cover

2.13.1. Whenever you wear the raincoat for a ceremony, you must wear the raincap cover over the ceremonial hat. The ceremonial hat emblem is displayed on the outside of the raincap cover. Place a small hole in the raincap cover large enough for the post of the hat emblem to fit. This enables you to display the hat emblem on the outside of the raincap cover during ceremonies.

2.13.2. Roll the raincap cover underneath the back edges of the ceremonial hat to produce a snug fit and neat appearance.

2.13.3. Always wear the rain cap cover when not performing ceremonies to prevent fading and to maintain the cap's appearance.

2.14. Overall Appearance for Ceremonial Uniform

2.14.1. No jewelry is worn with the ceremonial uniform, i.e. earrings, bracelets, watches. Wedding rings are optional.

2.14.2. Females; if makeup is worn, it should be conservative and natural. No red or bright lipstick should be worn while in ceremonials. Hair should be pulled back, preferably in a bun. If hair is short, it must be pinned back from the face, not to protrude from ceremonial hat.

Chapter 3

COLORS

3.1. General Information.

3.1.1. **Introduction:** An Air Force Color Team will be composed of two rifle guards and two (or three) flag bearers. The height of the team members should be as closely matched as possible. If there is a noticeable difference in members' height, the team should be arranged in a manner that is aesthetically pleasing. The NCT (NCOIC of Color Team) is the US National flag bearer and will call all commands from this position. The NCT does not have to be the highest-ranking member of the team. He/she should be the most experienced and qualified member to successfully complete the mission. The NCT is responsible for ensuring all members are well versed on their positions and ceremony sequences as well as making sure members are in proper uniform. All Color team members will wear the black chinstrap on the ceremonial hat in the down position to secure the cover to their heads. All flag bearers within the team will wear flag harnesses, even if they will not be used. (Note: ribbons and accouterments are optional when wearing the flag harnesses.) The flags should always be carried and displayed in proper order. The order (from front to rear when in column formation and from left to right as the audience views the team when abreast) is as follows:

1. National Emblems (U.S. Flag)
2. State and Territorial Flags
3. Service Flags (Army, Marines, Navy, Air Force, Coast Guard)
4. Organizational Flags
5. Personal Colors (never part of a color team; preposted)

3.1.2. **Commands:** The supplementary command of **Colors**, will be called for all commands whenever performing with another element. (i.e. funerals, etc.) Example: **Colors, Present, ARMS**. During funerals, commands should be called at a moderately subdued level. They should not be disruptive to the family. At all other ceremonies, commands will be called in a manner and volume fitting to command the attention of the audience.

3.2. Definition of Terms.

3.2.1. **Colors Turn.** There are two positions in which a colors turn is executed: When abreast at the position of attention and in column formation at the position of mark time. When at attention, the command is **Colors, Colors Turn, MARCH**. Upon the command of execution the team will begin a mark time with their left foot simultaneously turning 22.5 degrees to the right on each of the first four steps. On the fifth step the team will automatically forward march in a natural stepping motion. When at the position of mark time, the command is **Colors (1,2,3) HALT**. The command of **Colors** will be given on

the left heel beat. Immediately upon this command each team member will begin to rotate 22.5 degrees to the left on each of the next 4 heel beats. On the fourth heel beat after the command of **Colors**, the command of **HALT** will be given. The team will then halt in unison.

3.2.2. **Left About, MARCH.** This movement can be executed only when the team is abreast. This movement is used to rotate color team one hundred eighty degrees while keeping the national flag in the position of honor. This movement should be completed in sixteen counts for a four-person team and twenty counts for a five-person team. The command is **Left About, MARCH**. This command can be given from the position of attention or mark time. When executed from the position of attention the count begins on the first heel beat. When executed from mark time, the count begins on the foot following the command of execution. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner to the left. It is very important that rifle guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement. Upon the completion of the turn, either the command of **Forward, MARCH** or **Colors, HALT** will be given on a left heel beat.

3.2.3. **Right/Left Wheel.** This movement can be executed only when the team is abreast. This movement is used to rotate the team ninety degrees to the left/right. This movement should be executed in eight counts for a four-person team and ten counts for a five-person team. The command is **Right/Left Wheel, MARCH**. This command can be given from the position of attention or mark time. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner in the appropriate direction. It is very important that rifle guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement. Upon the completion of the turn, either the command of **Forward, MARCH** or **Colors, HALT** will be given on a left heel beat.

3.2.4. **Mark Time, MARCH.** The command is given from attention or while marching and is used to suspend progress temporarily. This command can be given in any colors formation. The command is **Mark Time, MARCH**. When given while marching the command should be called on the left heel beat, and all members will take one twenty-four inch step after the command of execution before suspending forward progress. If called from Attention, all members will begin marching in place beginning with their left foot.

3.2.5. **Dress Center, Dress.** This command is given to dress the colors or align them evenly. On the command of execution, all team members will lower their heads on a three second cadence. All members of the team dress to the NCT. When the team is aligned properly, the NCT will give the command **Ready, FRONT**. On the command of execution the members raise their heads on a three second cadence, returning to the proper position of attention.

3.2.6. **Stand Fast.** This is a term used by the colors to remain in a certain position while other units are performing another movement.

3.2.7. **Colors, Stand At, EASE.** This is a type of “parade rest” in which the color team is in a posture ready to return to attention and receive commands.

3.2.8. **Dip.** This is not a command. It is the action of lowering the flag to approximately a forty-five degree angle, performed upon the command of **Present, ARMS**. A “dip” can be executed from the positions of port arms and right shoulder arms.

3.2.9. **Ready Cut Sequence.** At the position of Right Shoulder, the ready cut movement is used to return the flag bearers left hand to the position of attention. The command is **Colors, Ready, CUT**. On the command of execution the flag bearer sharply returns the left hand to the position of attention on a one-count cadence. At the position of attention with the left hand in the ready cut position, the color team executes a two count movement. On the first count, the team sharply brings their left hand to their side, parallel to the ground. On the second count, the team cuts their hand straight down to their side.

3.3. General Rules for Colors.

3.3.1. First and foremost, it is the duty of all color team members to ensure the safety and security of the colors they are carrying. Every precaution feasible should be taken to ensure this.

3.3.2. Never dip the American flag.

3.3.3. All commands echoed by the NCT are performed on the Commander of Troops (COT) command of execution. Example: If the command **Present, ARMS** is given by the COT, the NCT echoes the command **Present** in between the COT’s **Present** and **Arms** and the movement will be executed on the COT’s command of **ARMS**.

3.3.4. All commands given or echoed by the NCT while marching are given and executed on the left foot, except **Right Shoulder, ARMS**.

3.3.5. **Chin Straps Down.** Color team members will always wear the black patent leather chinstraps on the ceremonial hat around their chins to prevent their hat from being pulled off by the flag.

3.3.6 Flag bearers will always wear flag harnesses, even if they will not be used.

3.4. Implementation.

3.4.1. **Formation.** Color teams can be formed up in either column or rank (abreast) formation.

3.4.2. **Receiving, Posting and Retiring the Colors.** The colors are presented during each full honors funeral, arrival/departure of a distinguished visitor and retirement ceremonies. Colors are also commonly posted and retired during ceremonies honoring a person or occasion.

3.5. Responsibilities.

3.5.1. **Right and Left Rifle Guards.** The primary responsibility of the right and left rifle guards is to safeguard the National and Air Force Colors. The rifle guards keep unauthorized personnel from walking between the colors and other elements. They also assist in the alignment of the colors during windy days, while marching. Right rifle guard has the additional responsibility of placing the team in the pre-determined position when marching in column formation.

3.5.2. **Bearer of National Colors.** The bearer of the National Colors is also the NCOIC of the Color Team (NCT). The NCT is responsible for the entire color team including personal colors. The NCT is responsible for the appearance, conduct, and performance of the color team. The NCT is responsible for calling the correct command at the right time and in a way that other members of the team can hear the commands clearly and distinctly. This position on the color team should be reserved only for the most experienced troops.

3.5.3. **Bearer of Air Force Colors.** The bearer of Air Force Colors is responsible for performing all commands on the NCT command of execution.

3.6. Equipment.

3.6.1. The equipment of a color team consists of:

3.6.1.1. National Colors

3.6.1.2. The Air Force Colors

3.6.1.3. Additional Colors may be used as appropriate

3.6.1.4. Staffs of equal length and design.

3.6.1.5. Flag harnesses.

3.6.1.6. Two inert M1 rifles, M16 rifles, M14 rifles or Springfield 1903s, with white slings

3.7. Flagstaff Manuals.

3.7.1. **Attention.** For this position the flagstaff should be held in the right hand. The palm of the right hand should be placed on the front of the staff with the fingers and thumb of the right hand grasping the staff tightly. The index finger of the right hand should be extended down the centerline of the staff. The right arm should be fully extended with the right thumb pinned along the seam of the trousers. The pike of the flagstaff should be placed approximately two inches away from the side of the foot and in-line with the second eyelet on the shoe. The flag should be tightly secured between the flagstaff and right arm. (Figure 3.3.)

3.7.2. **Stand At, EASE.** This two-count movement is executed when the colors are at the position of attention.

3.7.2.1. On the command of execution, the left foot will move six to eight inches to the left. (Figure 3.1)

3.7.2.2. On the second count, members will raise their left hand to the “cup” on the harness, grasping it at with a fist.

3.7.2. **Stand-by, Colors ATTENTION.** This two-count movement is executed when members are at **Stand-At, EASE.**

3.7.2.1. On the command of **Colors**, flag bearers will sharply place their left hand into the small of their backs. Left hand should be flared with fingers fully extended. Left forearm should be parallel with the ground.

3.7.2.2. Upon the command of **ATTENTION**, flag bearers will promptly return to the proper position of attention.

3.7.3. **Port, ARMS.** This is a three-count movement, utilized to keep the colors mobile, yet close to the ground.

3.7.3.1 Upon the command of execution the flag bearers will raise their left hand and grasp the flagstaff at its mid-section.

3.7.3.2 Using their left hand they will lift the flagstaff four to six inches off of the ground.

3.7.3.3 For the final count, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches from the body. (Figure 3.4.)

3.7.4. **Angle Port Arms.** This movement is utilized when the color team encounters extremely low obstacles. The command for this movement is **Bearers, Ready Two**. This command can only be executed from the position of **Port, ARMS**. This command should always be given in a subdued manner.

3.7.4.1. Upon the command of execution, the flag bearers will lower their flags to a forty-five degree angle. Flag bearers should grasp the flagstaff at its midsection with their left hand and, while keeping their right arm extended downward, flare their right hand along the lower portion of the flagstaff. (Figure 3.5.)

3.7.5. **Order, ARMS** (from Port, ARMS). This movement is executed at each flag-bearers individual cadence.

3.7.5.1. Upon the command of execution, flag-bearers will slowly allow the flagstaff to slide through their right hand to the ground.

3.7.5.2. Next the flag-bearers will grasp the mid-section of the flagstaff with their left hand and tuck the flag under their right arm using their right arm.

3.7.5.3. Once the flag has been secured, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches from the body. This is the ready cut position.

3.7.5.4. At this point the command of ready cut is given.

3.7.6. **Right Shoulder, ARMS** (from Attention). This movement is used to carry colors outdoors, or in an indoor venue with an extremely high ceiling.

3.7.5.1. On the annunciation of the “SH” in **Shoulder**, flag bearers will release the flagstaff with their right hand and re-grip in the same fashion that you would hold a weapon at attention.

3.7.6.2. Upon the command of execution, the flag-bearers will sharply raise the flagstaff towards the “cup” on the flag harness. He/she will grip the pike of the staff with his/her left hand, and keep his/her right hand on the lower portion of the flagstaff. The flag-bearer’s right hand will never go above eye level.

3.7.6.3. The flag-bearer will guide the pike of the flagstaff into the cup on the harness. The left hand of the flag-bearer will come to rest at a fist on the “cup” of the harness. The right hand will come to rest grasping the staff at eye level, with the wrist “cranked” around so that the flag-bearer’s first row of knuckles are facing inward. The right forearm should be at a forty-five degree angle. It is imperative that all flag-bearers keep their respective flags in a vertical position throughout this movement.

3.7.6.4. The NCT gives the command, **Colors Ready CUT.**

3.7.6.5. **Order, ARMS** (from Right Shoulder, ARMS). This movement is used to return to the position of attention.

3.7.6.6. Upon the command of execution, lift the flag from the “cup” of the harness. Simultaneously grasp the pike of the staff. Place your right forearm in a vertical position directly in front of your right shoulder and press the flagstaff against your right forearm.

3.7.6.7. Next, lower the flagstaff to the ground with your right arm and grasp the staff at its midsection with your left hand and begin to secure the flag under your right arm.

3.7.6.8. Once the flag has been secured, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches from the body. This is the ready cut position.

3.7.6.9. To finish this movement the NCT will give the command of **Colors Ready CUT.**

3.7.7. **Present ARMS** (from Attention) This movement is used to render honors outdoors or when there is a high ceiling.

3.7.7.1. Execute the same movements as in **Right Shoulder, ARMS**. However, instead of performing a “hand-flip” on the “SH” of shoulder, execute the “hand-flip” on the “S” of **Present.**

3.7.7.2. When the staff has been secured in the harness, automatically execute a “dip” on a 3-second cadence. (Figure 3.7.)

3.7.7.3. To finish this movement the NCT will give the command of **Colors Ready CUT.**

3.7.8. **Present ARMS** (from Right Shoulder, ARMS). This command is used to render honors when already at the position of **Right Shoulder, ARMS.**

3.7.8.1. On the command of execution, **ARMS**, a **Dip** will be performed.

3.7.9. **Port ARMS** (from Right Shoulder ARMS) This movement is used to bring the flags from the harness to the position of port, typically for posting of the colors.

3.7.9.1. On the command of execution perform the **Order ARMS** sequence as previously noted, however, keep the pike of the staff four to six inches from the ground and you will not tuck the flag.

3.7.9.2. The command of **Colors Ready CUT** will NOT be called.

3.7.10. **Port ARMS** (from Present ARMS). This movement is used to bring the flags from the harness to the position of port, typically for posting of the colors.

3.7.10.1. On the annunciation of the “**P**” of **Port**, return the flag from the dipped position to the **Right Shoulder ARMS** position.

3.7.10.2. On the command of **ARMS** execute the same **Port ARMS** sequence as noted in 3.7.9.

3.8. Weapons Movement (Rifle Guards).

3.8.1. Attention.

3.8.1.1. Weapon is held on the right side of the body with the stock parallel to the foot and even with the toes.

3.8.1.2. Stand at the position of attention with the right hand flared to the right of the barrel along the handguard. The web of the thumb is along the rear of the spindle valve. (Figure 4.5)

3.8.1.3. The rest of the body is in the normal position of attention (refer to 1.2.1.)

3.8.2. **Colors, Stand At, Ease.** This is a two-count movement given from the position of attention only.

3.8.2.1. On the command of execution, briskly move the left foot six to eight inches to the left. Feet should remain parallel with each other.

3.8.2.2. Next, bring both hands, along with the rifle to the center of your body. The sling should be facing to the left. Both hands should be gripping the top of the barrel with fists, left over right. (Figure 3.2.)

3.8.3. **Stand-By Colors, ATTENTION.** This command is used to return the team to the position of attention.

3.8.3.1. When the command of **Stand-By** is given lower the right hand from the barrel to the Spindle Valve.

3.8.3.2. Upon the command, **Colors**, move the left hand to the small of the back. Simultaneously extend the weapon forward to a forty-five degree angle resting on the “toe” of the butt.

3.8.3.3 On the command of **ATTENTION**, sharply return to the position of attention.

3.8.4 **Port Arms from Attention.** This movement is executed in two counts. The command is **Port, ARMS.** (Figure 3.4.)

3.8.4.1 Lift the rifle with the right hand to the centerline of the body. Grasp the rifle with the left hand so the left pinky is at the lower hand guard retainer band. Spindle valve should be in front of left eye. Right forearm should be at a forty-five degree angle to the left front of the body, so that the right hand is in front of the left eye.

NOTE: This first count is the basic first count for all shoulder and present movements from the order position.

3.8.4.2 Move the right hand from the top of the stock to the small of the stock and grip it with a fist. The rifle should be four inches way from the chest.

3.8.5. **Order Arms** (from Port, ARMS) This is a five-count movement. (Figure 3.3.)

3.8.5.1. Release the left hand from the band and pin to the left side.

3.8.5.2. Return the left hand to the lower hand guard retainer band.

3.8.5.3 Release the small of the stock with the right hand and grasp the top of the stock.

3.8.5.4 Lower the weapon to a forty-five degree angle next to the right leg. Left hand should be flared, resting on the knuckle of the right thumb. Trigger housing of the rifle should be at knee level. Right elbow should be fully extended.

3.8.5.5 Sharply return the rifle to the position of attention. Do Not slam the rifle on the ground. Simultaneously bring your left hand to the ready cut position.

3.8.6. **Present ARMS** (from Attention) This is a three-count movement.

3.8.6.1. On the command of execution perform count one of **Port ARMS** as described in 3.8.4.1

3.8.6.2. Next, perform count two of **Port ARMS** as described in 3.8.4.2.

3.8.6.3. For count three, twist the rifle counter-clockwise. The sling should be facing forward and the front sight should be at eye level. Right hand should be gripping the small of the stock, not flared

3.8.7 **Order ARMS** (from Present ARMS). This is a five-count movement.

3.8.7.1 On the command of execution **ARMS**, rotate the weapon counter-clockwise using the right hand returning it to **Port ARMS**. Simultaneously pin the left hand to the left side.

3.8.7.2. Execute counts two, three, four and five in accordance with 3.8.5.2 – 3.8.5.5

3.8.8. **Present ARMS** (from Port ARMS). This is a three-count movement.

3.8.8.1. Execute count one of **Order ARMS** as described in 3.8.5.1

3.8.8.2. Execute count two of **Order ARMS** as described in 3.8.5.2

3.8.8.3. For count three, twist the rifle clockwise. The sling should be facing forward and the front sight should be at eye level. Right hand should be gripping the small of the stock, not flared.

3.8.8. **Right Shoulder, ARMS** (from Attention). This is a three-count movement.

3.8.8.1 Execute count one of **Port ARMS** as described in 3.8.4.

3.8.8.2. On count two, lower right hand to butt of weapon and sharply twist counter-clockwise. The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a forty-five degree angle. Right arm should be fully extended.

3.8.8.3. On count three, keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a forty-five degree angle.

3.8.8.4. To finish this movement the NCT will give the command of **Colors Ready CUT**.

3.8.9. **Order ARMS** (from Right Shoulder ARMS). This is a five-count movement.

3.8.9.1. On the command of execution, lower the rifle from the right shoulder to a vertical position directly in front of the right shoulder. The rifle should only be balanced using the right hand. Right arm should be fully extended. (count one)

3.8.9.2. Rotate the rifle clockwise and grasp it with the left hand. Sling should be facing to the left. Left pinky should be gripping the lower hand guard retainer band. Spindle valve should be in front of the left eye.

3.8.9.3. Grasp the top of the stock with the right hand. Right forearm is at a forty-five degree angle.

3.8.9.4. Execute count four of **Order ARMS** (from Port ARMS) as described in 3.8.5.4.

3.8.9.5. Execute count five of **Order ARMS** (from Port ARMS) as described in 3.8.5.5.

3.8.10. **Port ARMS** (from Right Shoulder ARMS). This is a three-count movement. The third count is a discreet movement.

3.8.10.1. Execute count one of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.1.

3.8.10.2. Execute count two of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.2.

3.8.10.3. Discreetly raise right hand from the butt of the stock to the small of the stock.

3.8.11. **Right Shoulder ARMS** (from Port ARMS). This is a five-count movement.

3.8.11.1. Execute count one of **Order ARMS** (from Port ARMS) as described in 3.8.5.1.

3.8.11.2. Execute count two of **Order ARMS** (from Port ARMS) as described in 3.8.5.2.

3.8.11.3. Lower right hand to butt of weapon and sharply twist counter-clockwise. The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a forty-five degree angle. Right arm should be fully extended.

3.8.11.4. Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a forty-five degree angle.

3.8.11.5. Automatically return the left hand to the left side as if at the position of attention.

3.8.12. **Present ARMS** (from Right Shoulder ARMS). This is a three-count movement.

3.8.12.1. Execute count one of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.1.

3.8.12.2. Execute count two of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.2.

3.8.12.3. Quickly raise right hand to the small of the stock and twist rifle counter-clockwise so the sling is facing forward. The front sight should be at eye level. Left pinky is at the lower hand guard retainer band. Right hand should be gripping the small of the stock, not flared.

3.8.13. **Right Shoulder ARMS** (from Present ARMS). This is a five-count movement.

3.8.13.1. Execute count one of **Order ARMS** (from Present ARMS) as noted in 3.8.7.1.

3.8.13.2 Execute count two of **Order ARMS** (from Present ARMS) as noted in 3.8.7.2.

3.8.13.3 Lower right hand to butt of weapon and sharply twist counter-clockwise. The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a forty-five degree angle. Right arm should be fully extended.

3.8.13.4. Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a forty-five degree angle.

3.8.13.5 Automatically return the left hand to the left side as if at the position of attention.

3.8.14 **Left Shoulder ARMS** (from Attention). This is a three count-movement executed on the command of **Right Shoulder ARMS**.

3.8.14.1 Execute count one of **Port ARMS** (from Attention) as described in 3.8.4.1.

3.8.14.2 Grasp the small of the stock with the right hand. Place rifle at a forty-five degree angle in front of, but not resting on, the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.8.14.3 Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a forty-five degree angle.

3.8.14.4 To finish this movement the NCT will give the command of **Colors Ready CUT**.

3.8.15 **Order ARMS** (from Left Shoulder ARMS). This is a five count movement.

3.8.15.1 Raise right hand, grasp the small of the stock, pull rifle from shoulder to the centerline of the body. Left hand will simultaneously be pinned to the left side.

3.8.15.2. Raise left hand and grip the rifle at **Port ARMS**. Left pinky will be at the lower hand guard retainer band. Spindle valve will be in front of the left eye.

3.8.15.3 Execute count three of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.3.

3.8.15.4 Execute count four of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.4.

3.8.15.5 Execute count five of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.5.

3.8.15.6 To finish this movement the NCT will give the command of **Colors Ready CUT.**

3.8.16 **Port ARMS** (from Left Shoulder ARMS). This is a two-count movement.

3.8.16.1 Execute count one of **Order ARMS** (from Left Shoulder ARMS) as noted in 3.8.15.1.

3.8.16.2 Execute count two of **Order ARMS** (from Left Shoulder ARMS) as noted in 3.8.15.2.

3.8.17 **Left Shoulder ARMS** (from Port ARMS). This is a five count movement executed on the command of **Right Shoulder ARMS.**

3.8.17.1 Execute count one of **Order ARMS** (from Present ARMS) as described in 3.8.7.1.

3.8.17.2. Execute count two of **Order ARMS** (from Present ARMS) as described in 3.8.7.2.

3.8.17.3. Place rifle at a forty-five degree angle in front of, but not resting on, the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.8.17.4 Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a forty-five degree angle.

3.8.17.5 Sharply pin the right hand to the right side as if at the position of attention.

3.8.18 **Present ARMS** (from Left Shoulder ARMS). This is a three-count movement.

3.8.18.1 Execute count one of **Order ARMS** (from Left Shoulder ARMS) as noted in 3.8.15.1.

3.8.18.2 Execute count two of **Order ARMS** (from Left Shoulder ARMS) as noted in 3.8.15.2.

3.8.18.3 Twist the rifle clockwise so the sling is facing forward. The front sight should be at eye level. Left pinky is at the lower hand guard retainer band. Right hand should be gripping the small of the stock, not flared.

3.8.19 **Left Shoulder ARMS** (from Present ARMS). This is a five-count movement.

3.8.19.1. Execute count one of **Order ARMS** (from Present ARMS) as noted in 3.8.5.1.

3.8.19.2 Execute count two of **Order ARMS** (from Present ARMS) as noted in 3.8.5.2.

3.8.19.3 Place rifle at a forty-five degree angle in front of, but not resting on, the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.8.19.4 Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a forty-five degree angle.

3.8.19.5 Sharply pin the right hand to the right side as if at the position of attention.

3.9. Full Honors Funeral.

3.9.1. **Gravesite Service.** Colors are positioned approximately 10 paces away from the foot of the casket. Upon arrival of the hearse, the NCT commands **COLORS, ATTENTION**. Upon the salute of the OIC/NCOIC, the NCT commands **Present, ARMS**. Colors remains at that position until the OIC/NCOIC of the ceremony drops the salute at the gravesite. At this time the NCT will command **Order, ARMS; Ready, CUT; Stand at, EASE** (all in a quiet tone). After the service is completed, the OIC/NCOIC of the ceremony assumes the position of attention and presents arms, the funeral director also asks the family to please rise for the rendering of military honors. This is the cue for the colors to present arms. The NCT commands **Colors, ATTENTION; Present, ARMS**. After Taps is completed, the NCT commands **Order, ARMS; Ready, CUT** and remains at the position of attention.

3.9.2. **Retiring the Colors.** After the flag has been presented, the pallbearers start their departure sequence. This is the cue for the colors to leave gravesite. The NCT commands **Port, ARMS; Colors Turn, MARCH**, the team departs for the transportation. Upon arrival at the transportation, the NCT commands **Mark Time, MARCH**. The right rifle guard marks time, the NCT, USAF Bearer and left rifle guard advance forward to the left side of each other, even with the right rifle guard. The NCT commands **Colors, HALT; Order, ARMS; Present, ARMS** (pause) **Order, ARMS; Ready CUT; FALLOUT**.

3.10. Colors Sequences.

3.10.1. Dress Center, Dress Sequence

3.10.1.1. The NCT commands **Dress Center, DRESS** is given to dress or align the color team evenly. On command, each member of the team lowers his/her head in a three-count movement. The NCT decides if anyone moves forward, backward, or sideways. All members of the color team dress on the NCT.

3.10.1.2. When the team is properly aligned, the NCT commands **Ready, Front**. All members bring their heads up in a three-count movement back to their original positions.

3.10.2. Ready Cut Sequence.

3.10.2.1. At the order position the ready cut command is used to return the team to the position of attention. The preparatory command is **Ready**, on the command of execution **CUT**, on count one, the team sharply cuts their left hands to the side parallel to the ground, and on count two, sharp cut away down to the position of attention. This will be used after order, arms.

3.10.2.2. From the shoulder position, for the flag bearers, the left hand is wrapped around the cup, fingers tightly together. On the command of execution, drop the left hand sharply to the left side.

3.10.3. Present Sequence.

3.10.3.1. Refer to positions of the staff section and weapons movement of this chapter.

3.10.4. Advance the Colors Sequence.

3.10.4.1. Air Force Indoor Retirements / Awards Banquets / Luncheons / Promotions / Graduation Ceremonies: The NCT forms the team in a line formation at the designated location ten minutes prior to ceremony time. Upon the announcement of "Ladies and Gentlemen, Please Rise and Remain Standing for the Advancement and the Presentation of the Colors", the NCT commands, **Stand By, Colors, ATTENTION**. At this point the NCT commands either **Right Shoulder, ARMS; Ready, CUT** or **Port, ARMS**, depending on the clearance of the auditorium/room. The NCT then commands **Forward, MARCH**. The right rifle guard leads the way for the color team and positions the team in the proper location for the presentation of the colors.

3.10.5. Retiring the Colors Sequences.

3.10.5.1. Retiring the colors at indoor ceremonies: The color team executes the same procedures as in the advance of the colors for indoor ceremonies with the exception of the narrator announcement of **Retire the Colors**. Once in position the NCT commands **Present, Arms**, the only members of the team that execute are the rifle guards. The command of **Port, Arms** is called.

3.10.5.2. The NCT commands **Colors, Colors Turn, MARCH**. The right rifle guard leads the team out of the room using the predetermined route of departure.

3.11. Personal Colors.

3.11.1. Responsibilities.

3.11.1.1. The bearer of personal colors is responsible for checking out all the equipment, to include a sling, a flag bearing the rank of the person being honored, and a cover for the flag.

3.11.1.2. The personal colors presents arms either by dipping or with the left hand extended straight across the body at chest level with the palm down, parallel to the ground. This is done whenever honors are to be rendered.

3.11.2. Personal Colors Furling/Casing Sequence.

3.11.2.1. From the position of attention the PC bearer reaches straight across the body using the left hand to grasp the staff. The right and left hand are flush together. Using both hands lower the staff until it is parallel to the ground, both hands remain together close to the right side of the body. The flag is then furled completely and stopped with the warhead flat and parallel to the ground.

3.11.2.2. The NCOIC is positioned to the side of the flag helping to guide it as the bearer furls, with the case draped over the left arm, open end inside the arm. Once the furl is complete the NCOIC removes the case from the arm using the right hand. The case is then slipped over the flag and tied in a single knot.

3.11.2.3. Once the casing is complete the PC bearer brings the staff back to the position of port, both exit in a predetermined path.

3.11.3. Uncasing/Unfurling Personal Colors.

3.11.3.1. PC Bearer and NCOIC stop at predetermined position. Once stopped the PC Bearer lowers the staff until it is parallel to the ground using both hands as in the furling position.

3.11.3.2. The NCOIC takes a position beside the flag, ensuring the flag remains in full view. When the flag is in position the NCOIC unties the case, slips it off and places it over the left arm. The flag bearer proceeds to unfurl the flag while the NCOIC assists in guiding it.

3.11.3.3. The flag is unfurled and stopped with the warhead parallel to the ground. The PC Bearer then uses both hands to return the staff to the port position. The PC Bearer continues with predetermined route to post the flag or exit.

3.12. Posting Colors in Stands Sequence.

3.12.1. To begin the sequence, the color team must be at port arms and facing the audience. All counts are made without using verbal commands. The first count is executed by performing a three-count about face, during this sequence, the third count is a step instead of a close. All flag bearers execute the movement simultaneously, moving off the flag bearer furthest to the left. (opposite the NCT)

3.12.2. The flag bearers take the appropriate amount of steps to their prospected stand, moving off the NCT. (This is determined before the beginning of the ceremony).

3.12.3. Once in position at the stands, the colors are placed in the stands simultaneously.

3.12.4. The colors are then dressed with the top edge of the flag to the right.

3.12.5. All flag bearers then have the flags gripped approximately shoulder width apart, forming a diamond appearance with the flag. With a slight tug of the flag, given by the middle person of the team (for a 3 person posting) or the NCT (for a 2 person posting), the flag bearers move their heads up at the same time so that they can straighten the warheads using the right hand.

3.12.6. With another slight tug of the flag, the flag bearers move their heads back down even with the ground simultaneously to redress the flags.

3.12.7. The colors are redressed, the flag bearers arms are brought straight out, palms down, parallel to the ground and then slowly dropped to the side.

3.12.8. The flag bearers take one step back together. The flag bearers then execute a three-count about face without closing and step off taking the appropriate amount of steps to return to the team. (NOTE: The rifle guards stand fast throughout the posting sequence. The NCT always waits for the other bearer(s) to complete their movements before beginning the next movement).

3.13. Rippling to Shoulder from Port Arms.

3.13.1. This sequence is used when a color team, either in a line or an abreast formation, leaves a low clearance area. This sequence is always performed automatically, while marching, with the individual movements being executed on every other foot.

3.13.2. When performed in the line formation, the ripple is started by the right rifle guard. The right guard starts the movement after clearing the low clearance area. The right guard begins the sequence by going to the shoulder position, starting on the left foot. The NCT continues the sequence, going to the shoulder position on the very next left. The USAF bearer and the left rifle guard then follow, completing the sequence.

3.14. Rippling to Port Arms from Shoulder.

3.14.1. This sequence is used when a color team approaches a low clearance or an obstruction which would hinder the teams ability to remain at the shoulder position. When marching in a line formation the sequence is automatically started by the right guard with no verbal commands. When marching in a column formation, the movement is called by the NCT.

3.14.2. When the sequence is performed in the line formation, the right guard starts the ripple. The right guard begins the ripple down procedure before reaching the low clearance or obstructed area. The right guard begins to go to port arms on the left foot and complete the sequence on the next steps. The NCT starts to ripple down on the very next left after the right rifle guard. The USAF bearer and the left guard then follow, completing the sequence. The flag bearers assume the angle port position. Warheads are flattened, with the USAF bearer keeping the USAF below the National.

3.14.3. When this sequence is performed in a column formation, the NCT gives the command **Split It, Port, ARMS**. Each command is given on the left foot and the whole team goes to the port arms position on the following foot after the command of execution **ARMS**. The team also breaks shoulder contact to allow for the movement. Once each member has completed the movement, the team resumes shoulder contact.



**Figure 3.1. (Stand At Ease)
Count 1**



**Figure 3.2. (Stand At Ease)
Count 2**



Figure 3.3. (Attention)



Figure 3.4. (Straight Port)



Figure 3.5. (Angle Port)



Figure 3.6. (Right Shoulder, before Colors, Ready, Cut)



Figure 3.7. (Right Shoulder)



Figure 3.8. (Present Arms)

Chapter 4

FIRING PARTY

4.1. General Information.

4.1.1. Personnel:

(1) NCOIC of Firing Party (NFP)

(7) Firing Party members

4.1.2. Firing Party Location.

4.1.2.1. Firing Party is positioned at a minimum 50 paces diagonally from the head of the casket. If the firing party cannot line up diagonally, adjust enough so that the firing party is still firing over the head. Never fire over the feet. If possible, the entire family should be able to see the entire line. Always ensure the next of kin can see the firing party line.

4.1.3. All commands are given by the NFP from the position of attention.

4.1.4. The NFP will be positioned three paces behind the fourth airman.

4.1.5. Spent casings/shells fired from the firing party will not be tucked into the flag at any point during a funeral or any ceremony. According to United States Code, Title 4, Chapter 1, Section 8 (k), the flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

4.2. Equipment.

4.2.1. NFP and OIC/NCOIC must wear the blousing belt. All other members do not wear the blousing belt.

4.2.2. Seven functioning M14s. M1s will **not** be used. (Figure 4.1)

4.2.3. The NFP wears a side arm in a black patent leather holster (a 9mm or .38 caliber revolver). (optional)

4.2.4. The NFP draws twenty-one rounds of ammunition from the armory for each ceremony.

4.2.5. Hearing protection must be utilized.

4.2.6. White silicone gloves are worn for Full Honors Funerals. If it is raining, do not wear gloves.

4.2.6.1. Gloves must be removed for Standard Honors Funerals after pallbearer duties have been accomplished; due to not having silicone on them. *(Note: If members have either leather gloves or the white gloves with the grip then taking the gloves off is optional).*

4.2.6.2. During wear of cold weather gear, black gloves may be worn for both firing party and pallbearers for SHF and FHF.

4.3. Basic Firing Party Movements.

4.3.1. **Carry Arms.** There are two possible positions of carry arms. This position is used to move the firing party to the firing line, only when weapons are **NOT** loaded.

4.3.1.1. The primary position of carry arms is accomplished by grabbing the small of the stock with your right hand underhanded, arm extended and sling facing out. (Figure 4.7.)

4.3.1.2. The secondary position of carry arms is used any time it is precipitating. Grab the rear of the stock near the barrel with the right hand, hold the weapon with barrel pointing down and sling facing out.

4.3.2. Attention.

4.3.2.1. Weapon is held on the right side of the body with the stock parallel to the foot and even with the toes.

4.3.2.2. Stand at the position of attention with the right hand flared to the right of the barrel along the handguard. The web of the thumb is along the rear of the spindle valve. (Figure 4.5)

4.3.2.3 The rest of the body is in the normal position of attention (refer to 1.2.1.)

4.3.3. Dress Right, DRESS.

4.3.3.1. All members except the first airman turn their heads 45 degrees to the right, and all except the seventh airman raise and extend their left arm parallel to the ground with their left hand at a flare.

4.3.3.2. The seventh (last) airman will give the NFP a slight head nod when the team is lined up and ready. If the last airman sees someone in the firing party line not properly dressed, they will tell them to move forward or back.

4.3.3.3. Members dress accordingly an arm length plus a hands length away from each other. Once all members are in position, the NFP calls **Ready, FRONT**, and all members bring their arms down to their sides, to the position of attention without slapping the side of their leg, while simultaneously bringing head to the front.

4.3.4. Ground, ARMS.

4.3.4.1. The following movements are executed in one count

4.3.4.2. Step out with left foot while simultaneously flaring the left hand to the small of the back. Rotate weapon counter-clockwise 180 degrees so the sling is up.

4.3.4.3. Right hand should be flared to the side of the weapon, to the right of the barrel.

4.3.4.4. Right leg is straight and head is up.

4.3.4.5. Upon the command, **Ready, UP;** leave the weapon on the ground and bring the body up to the position of attention, maintaining balance.

4.3.5. Take, ARMS.

4.3.5.1. Step out with the left foot while simultaneously flaring the left hand to the small of the back.

4.3.5.2. (*Standard Honors Funeral only*) Bring left hand back to front, remove gloves, (optional as stated in 4.2.6.1.) roll one into the other and with left hand, toss the gloves behind you, returning the left hand to a flare to the small of the back. If wearing black gloves, do not remove.

4.3.5.2.1. Insert hearing protection after gloves have been removed.

4.3.5.2.2. Earplugs are pre-positioned to the right of the barrel when the command of **FALLOUT** is given; or if it is a windy day, they can be placed in the back pockets or the gap between the gas cylinder and barrel. (Refer to 4.9.3.)

4.3.5.3. Flare right hand to the right of the barrel with head raised.

4.3.5.4. Upon the command **Ready, UP;** turn the weapon counter clockwise 180 degrees bringing the body back to the position of attention, simultaneously toeing the weapon.

4.3.6. Ceremonial At, EASE.

4.3.6.1. This movement is executed in three counts.

4.3.6.2. Move the left foot 6 to 8 inches to the left while simultaneously flaring the weapon forward with the right hand at a fist at the top of the stock, with the webbing of the thumb resting on the rear of the spindle valve, arm extended, placing left hand at a flare on the small of the back. (count 1) (Figure 4.24)

4.3.6.3. Turn the weapon counter clock-wise and rotate to the center of the body with the sling facing left. The left hand meets the weapon with the left hand at a fist around the

top of the barrel. The top of the barrel is in front of the centerline of the body. (count 2) (Figure 4.22 and 4.23)

4.3.6.4. Flare right hand from hand guard to the extent of the elbow and right hand wraps around the barrel (making a fist) below the left hand with the sight of the weapon splitting the fists. (count 3) (Figure 4.6)

4.3.7. Firing, PARTY; ATTENTION.

4.3.7.1. This movement is executed in three counts.

4.3.7.2. Upon the command of **Firing, PARTY**, flare the right hand off the weapon and return it to grasp the top of the stock at the rear of the spindle valve at a fist. (count 1) (Figures 4.22 and 4.23)

4.3.7.3. Flare weapon to the front, right arm extended, left hand flared to the small of the back. (count 2) (Figure 4.24)

4.3.7.4. Upon the command of **ATTENTION**, bring the weapon back to the position of attention. (count 3)

4.3.8. Port, ARMS.

4.3.8.1. This movement is executed in two counts.

4.3.8.2. From the position of attention, bring weapon in front of the body with the right hand at a fist while simultaneously bringing left hand on the hand guard, so the left pinky is on the ring. (count 1) (Figure 4.27)

4.3.8.2.1. The hole between the barrel and gas cylinder is over the left eye, and the butt of the weapon is over the inner part of the right thigh.

4.3.8.2.2. The weapon is approximately four inches or a fist away from the body (measured at waist level).

4.3.8.2.3. Right forearm is at a 45-degree angle.

4.3.8.3. Bring the right hand down the front of the weapon and flare right hand to the extent of the elbow and grip weapon on the small of the stock. (count 2) (Figures 4.29 and 4.8)

4.3.9. Order, ARMS from Port, ARMS

4.3.9.1. This movement is executed in three counts.

4.3.9.2. On the command of execution, bring the right hand from the small of the stock to the top of the stock at the rear of the spindle valve at a fist without moving the weapon. (count 1) (Figure 4.27)

4.3.9.3. Release the hand guard with the left hand and lower the rifle down in front of your body, thrusting it out into the flare position. While lowering the rifle, move the left hand, sharply to the top of your right thumb to steady the rifle. The forearm and wrist are straight and the trigger housing of the weapon is at the knee. The weapon is at a 45 degree angle. (count 2) (Figure 4.10)

4.3.9.4. Simultaneously bring the weapon back down to the side and cut the left hand back to the side with no excess movement to return to the position of attention; no butt slam. (count 3)

4.3.10. Present, ARMS.

4.3.10.1. This movement is executed in three counts.

4.3.10.2. The first two counts are identical to port arms.

4.3.10.3. On the third count, perform a 90-degree turn to the right (clockwise), so that the front sight is at eye level and the sling is facing out. (Note: If members find it difficult to have sight at eye level due to height, extend right arm.) (Figures 4.24 and 4.29)

4.3.10.3.1. Left hand pinky finger is on the ring of the hand guard.

4.3.10.3.2. Right hand is at a flare at the small of the stock, with the thumb tucked.

4.3.10.3.3. Weapon is straight and parallel to the body, four inches (or a fist) away from the body.

4.3.11. Order, ARMS from Present, ARMS.

4.3.11.1. This movement is executed in five counts.

4.3.11.2. Pin the left hand along the seam of the trousers while simultaneously turning the weapon to the position of port arms. (count 1) (Figure 4.24)

4.3.11.3. With the left hand at a fist, slap the weapon so the pinky is on the ring of the hand guard (port arms). (count 2) (Figure 4.8)

4.3.11.4. Complete the order arms in the same manner as order arms from port arms. (counts 3-5) (refer to 4.3.9.) (Figures 4.9, 4.10, 4.27)

4.4. Firing Sequence.

4.4.1. **Firing, PARTY; ATTENTION.** (refer to 4.3.6)

4.4.2. Ready, FACE.

4.4.2.1. This movement is executed in six counts.

4.4.2.2. Lift the right foot slightly off the ground and place it down ninety degrees to the left foot. The heel of the right foot should be against the heel of the left foot. Simultaneously lift and flare the weapon so that the trigger housing is at the knee and the right hand is at a fist. (count 1) (Figure 4.11)

4.4.2.3. Bring the left foot to meet the right foot, weapon is still flared. (count 2) (Figure 4.12)

4.4.2.4. Butt slam the weapon on the ground in a controlled motion. (count 3) (Figure 4.13)

4.4.2.5. Move the left foot approximately 6-8 inches to the left, parallel to each other, while simultaneously bringing the weapon to the first count of the position of port arms. Left pinky finger meets the weapon at the ring of the hand guard. (count 4) (Figures 4.14 and 4.15)

4.4.2.6. Bring the right hand from the top of the stock at the rear of the spindle valve directly to grip the small of the stock with *NO* flare. (count 5) (Figure 4.16)

4.4.2.7. Release the left hand from the hand guard and re-position the left hand at a fist with the “meat of the palm” (near the thumb), on the operating rod handle. (count 6) (Figure 4.17)

4.4.3. READY.

4.4.3.1. This movement is executed in seven counts on the first two volleys and the third volley is executed in six counts.

4.4.3.2. Upon the command of **Ready**, each member of the firing party depresses the operating rod handle completely with left hand at a fist. (count 1) (Figure 4.18)

4.4.3.3. Release the left hand from the operating rod handle, bringing the left hand out to a flare in front of the left shoulder when the handle has come back completely; palm is facing the body, thumb is along the forefinger. (count 2) (Figure 4.19)

4.4.3.4. Slap the left hand at the ring of the hand guard, returning to port arms. (count 3) (Figure 4.16)

4.4.3.5. Throw weapon down to position of aim. (count 4) (Figure 4.20)

- 4.4.3.5.1. Upper body turned slightly to the left without movement of the feet.
- 4.4.3.5.2. The bottom of the stock rests under the right arm, against the chest, with the forearm pressed firmly against it.
- 4.4.3.5.3. The left hand supports the weapon on the stock with the left pinky around the ring.
- 4.4.3.5.4. The right hand is at a fist with the index finger in the trigger housing; thumb is along the forefinger, not resting on the small of the stock.
- 4.4.3.5.5. Head is facing left with the front sight of the weapon at eye level.
- 4.4.3.6. The right hand is ripped out of the trigger housing, squeezing the trigger at the same time, and bringing the right hand out at a fist; all is done in one fluid motion. (count 5) (Figure 4.21)
- 4.4.3.6.1. The arm is fully extended and parallel with the weapon with the right hand at a fist with the thumb resting on the forefinger. The inner part of the fist faces the person in front.
- 4.4.3.6.2. All weapons are fired simultaneously.
- 4.4.3.7. Move the weapon back to the position of port arms; head follows the weapon back to port arms. (count 6) (Figure 4.16)
- 4.4.3.8. Release the weapon at the ring of the handguard and grab the operating rod handle back to the Ready position. (count 7) (Figure 4.17)
- 4.4.3.9. The third command of **READY** is executed with six counts (the left hand does not return back to the operating rod handle).
- 4.4.3.10. The movements above are performed until the firing party has fired three volleys. After the seventh count of the Ready sequence, pause for two counts before calling the next Ready. NOTE: Before calling READY for the second and third times, ensure the echo of the fire has ceased, if any.
- 4.4.4. **Present, ARMS after firing**, (NFP takes own command and performs a three count present arms.)
 - 4.4.4.1. This movement is executed in five counts.
 - 4.4.4.2. Bring the left foot in to meet the right. (count 1)
 - 4.4.4.3. Keeping heels together, turn left foot 90 degrees to the left. (count 2)

4.4.4.4. Bring the right foot to meet the left. (count 3)

4.4.4.5. Slap the weapon with the left hand pinky at the ring of the hand guard. (count 4)

4.4.4.6. Rotate the weapon 90 degrees to the right while simultaneously slapping the weapon at the hand guard. (Refer to 4.3.10.3.1.) (count 5) (Figures 4.25 and 4.29)

NOTE: The firing party should dry fire the weapon at least once to ensure everyone is firing at the same cadence prior to firing with live ammunition.

4.4.5. **Order, ARMS.** (refer to 4.3.10.)

4.4.5.1. When Taps is complete, the NFP drops the salute first.

4.4.5.2. The command is subdued.

4.5. Loading the Weapon. (Figures 4.2, 4.3, 4.4)

4.5.1. Under the supervision of the NFP, the firing party locks and loads one magazine with three rounds into the weapons in the following manner:

4.5.1.1. The NFP pre-loads seven magazines with three blank rounds in each.

4.5.1.2. Position the weapon so it is facing away from other individuals with the barrel pointing toward the ground.

4.5.1.3. With the short angle of the magazine pointed down into the loading assembly, press it down until it locks. (there will be a click sound).

4.5.1.4. Once loading is complete, assume the position of attention. This will let the NFP know that you are ready to go.

4.5.2. All loading and unloading of weapons is done outside.

4.5.3. Loaded weapons always remain outside and in a person's possession and must be carried at the position of port arms.

4.6. Unloading the Weapon.

4.6.1. Pointing the weapon in a safe direction, preferably away from anyone, release the magazine release lever towards the barrel and lift the magazine out.

4.6.2. Charge the operating rod handle back while simultaneously covering the chamber, and grab the spent round.

4.6.3. The NFP then visually checks the chamber of each weapon.

4.7. Arrival and Departure Sequence; Retrieval of Rounds

4.7.1. Arrival to designated firing area.

4.7.1.1. Members fall out upon arrival to gravesite area and begin to fall in the firing party line.

4.7.1.2. Firing party line falls in either tall to short or short to tall; depending on which side the gravesite is.

4.7.1.3. NFP is positioned to the left of the line if they fall in short to tall; to the right if they fall in tall to short; 3 paces away from the 4th person.

4.7.1.4. NFP calls Forward MARCH then calls Mark Time MARCH when the line is at the designated spot to fire.

4.7.1.5. Combined command of Firing Party, Left (Right) Face, Order ARMS is called; another option is to simply call all the commands separate from each other.

4.7.1.6. All members halt, face and order arms. NFP will face with the team.

4.7.2. Departure from firing area to vehicle and retrieval of rounds. (refer to 4.8.8. through 4.8.12.)

4.8. Full Honors Funeral.

4.8.1 NFP positions team at predetermined location and dry fires before the family arrives.

4.8.2. Before the family arrives, the Firing Party and NFP are at the position of ceremonial at, ease.

4.8.3. The NFP waits for the OIC/NCOIC to go to present arms and calls the team to attention, then gives the subdued command **Present, ARMS**. (This present, arms is for the carrying of the remains.)

NOTE: If the hearse passes near the NFP, the NFP will present arms.

4.8.4. After the remains are placed at gravesite and the OIC/NCOIC orders arms, the NFP orders arms and gives the subdued command of **Order, ARMS**.

4.8.5. When the OIC/NCOIC goes to the position of stand at, ease, and the pallbearers go to tabletop, the NFP then gives the subdued command **Ceremonial At, EASE** and NFP assumes the position of stand at, ease.

4.8.6. The NFP proceeds with the firing sequence after the color team presents arms. The NFP must call these commands loudly and distinctly, from **Firing Party, TENCH HUT** through **Present, ARMS**. (refer to 4.4)

NOTE: *To reference proper command calling procedures, refer to AFMAN 36-2203, Ch. 2.3.*

4.8.7. Once the OIC/NCOIC presents the flag to the next of kin and leaves the gravesite, the NFP gives the subdued command **Port, ARMS**. All members go to the position of port arms, the fourth person in the line automatically performs a three count about face after the execution of port arms.

4.8.8. The fourth member marches to and takes a position one pace away from and directly in front of the NFP. The right hand is brought up to the hand guard and the weapon is rotated 180 degrees while simultaneously pinning the left hand. (Now the weapon is at port arms for the NFP.)

4.8.9. The NFP reaches out and takes the weapon at the position of port arms.

4.8.10. When the exchange is complete the NFP gives the firing line the subdued command of **Left or Right, FACE**, depending on which way the team's vehicle is. The fourth member also follows this command, as does the NFP.

NOTE: If the family is still by the gravesite, take the longest route so there is no disruption to the family.

4.8.11. The NFP gives the subdued command of **Forward, MARCH** and marches the line back to the transportation, still centered on the firing party line.

4.8.12. The fourth person stays and collects the 14 spent rounds and marches to the vehicle at attention.

4.9. Standard Honors Funeral.

4.9.1. The NFP marches the team to a predetermined position and dry fires; or the team may dry fire at fallout area.

4.9.2. After the weapons are loaded, the NFP gives the subdued commands **Dress Right, DRESS**, followed by **Ready, FRONT** and **Ground, ARMS**, followed by **Ready, UP**.

4.9.3. The NFP gives the command of **FALLOUT** and the seven members perform a left face while the six team members march off to perform bearer duties. The seventh member remains and takes a position to the left of the NFP.

4.9.4. After team members have completed bearer duties they march back and fall in to their weapons with no facing movements and stand-by at the position of attention.

NOTE: *Be sure to fall in next to the weapon where you fell out originally.*

4.9.5. When all team members are in place the NFP gives the subdued command **Take, ARMS**, the members remove gloves, roll one into the other and with left hand toss the gloves behind them (unless wearing black gloves with cold weather gear, white leather gloves or gloves with grip material). NFP then gives the subdued command **Ready, UP**.

4.9.6. The NFP then gives the subdued command **Ceremonial At, EASE** and assumes the position of stand at, ease.

4.9.7. When the funeral director instructs the family to rise for military funeral honors or a cue is given by the OIC/NCOIC, the NFP begins the firing sequence.

NOTE: The NFP should always prepare the team before calling the command after a long stand.

4.9.8. All remaining movements are identical to those performed on a Full Honors Funeral. (refer to 4.8.7)

4.9.9. When the fourth person collects rounds, gloves are also collected.

Figure 4.1.



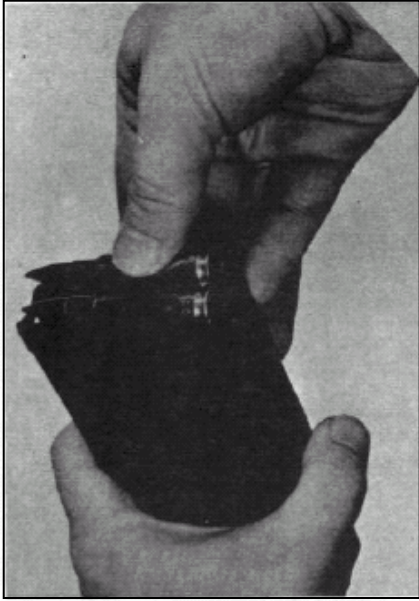


Figure 4.2. Loading rounds into magazine



Figure 4.3. Loading magazine into rifle, step one.



Figure 4.4. Loading magazine into rifle, step two.

FIGURE 4.5



*Position of Attention
Order Arms
Count 5*

FIGURE 4.6



Ceremonial At Ease

FIGURE 4.7



Carry Arms

FIGURE 4.8



*Port Arms
Order Arms
Count 2*

FIGURE 4.9



Order Arms from Present Arms
Side View
Count 4

FIGURE 4.10



Order Arms from Present Arms
Front View
Count 4

FIGURE 4.11



Ready Face
Count 1

FIGURE 4.12



Ready Face
Count 2

FIGURE 4.13



Ready Face
Count 3

FIGURE 4.14



Ready Face
Count 4

FIGURE 4.15



Ready Face
Front View
Count 4

FIGURE 4.16



Ready Face
Front View
Count 5
Ready
Counts 3 and 6

FIGURE 4.17



Ready Face
Front View
Count 6
Ready
Count 7

FIGURE 4.18



Ready
Count 1

FIGURE 4.19



Ready
Count 2

FIGURE 4.20



Ready
Count 4

FIGURE 4.21



Ready
Count 5

FIGURE 4.22



Ceremonial At Ease
Flare Between Counts 2 and 3
Firing Party
Flare Before Count 1

FIGURE 4.23



Ceremonial At Ease
Count 2
Firing Party
Count 1

FIGURE 4.24



Ceremonial At Ease
Count 1
Firing Party
Count 2

FIGURE 4.25



Present Arms
Angle View

FIGURE 4.26



Present Arms
Front View

FIGURE 4.27



Order Arms from Present Arms
Count 3
Port Arms
Count 1

FIGURE 4.28



Order Arms from Present Arms
Count 1

FIGURE 4.29



*Port Arms
Flare Between Counts 1 and 2*

CHAPTER 5

Pallbearers

5.1. Full Honors Funeral

5.1.1. Personnel

5.1.2. Officer in Charge/Non-Commissioned Officer in Charge

5.1.3. Non Commissioned Officer in Charge of Pallbearers (NPB)

5.1.4. Pallbearers (6) Including NPB

5.1.5. Non Commissioned Officer in Charge of Firing Party (NFP)

5.1.6. Firing Party members (7)

5.1.7. Color Team

5.1.8. Bugler

5.1.9. Sequence of Events

5.1.9.1. The pallbearer team begins the ceremony positioned three abreast from each other, facing the graveside.

5.1.9.2. Ensure there is enough space between the two ranks. A good rule of thumb is to have one arms length plus one hand to satisfy the space requirement.

5.1.9.3. Depending on the direction the hearse enters for the ceremony, the NPB aligns the team appropriately ensuring that the NPB is in the front right of the formation after the team flanks and is facing the back of the hearse.

5.1.9.4. While at attention waiting for the hearse, the command **Stand-at, EASE** is given by the NPB. (Figure 5.11.)

5.1.9.5. The command stand-at-ease is performed from the position of attention. On the first count of the movement, the pallbearers raise the left foot slightly, just enough to feel the knee bend and place the left foot down on the ground approximately shoulder width apart. The right foot does not move.

5.1.9.6. On the next count of the movement, both hands flare together in the front of the body.

- 5.1.9.7. The hands will be positioned left over right, with the thumbs interlocked.
- 5.1.9.8. The arms hang down comfortably, fingers are together, and hands lie on top of one another, with the middle fingertips overlapping.
- 5.1.9.9. When the procession for the funeral begins to near, the NPB then commands, **Bearers, ATTENTION.** (This is done by sharply bringing both hands to the front of the body and bringing both feet together all in one count).
- 5.1.9.10. The hearse passes the team and stops when the OIC/NCOIC executes an Order, Arms.
- 5.1.9.11. When the hearse is six paces off the first bearer, salute if there is a flag on the casket. This responsibility always falls on Carry or Hand-off, depending on the direction the hearse approaches. After the hearse passes, drop salute.
- 5.1.9.12. The pallbearer that saluted the hearse ensures that the procession is halted and there is enough room for the pallbearers to flank out to set-up behind the hearse.
- 5.1.9.13. After the hearse stops, the NPB gives the command **STEP.** (Figure 5.12)
- 5.1.9.14. At this time, the pallbearers lift the left leg with the toe completely extended straight and parallel to the ground.
- 5.1.9.15. Toes are as close to the ground as possible without touching it. Lost balance can be regained by gently placing toe on the ground momentarily.
- 5.1.9.16. Place the heel where the big toe was; one foot in front of the other. Ensure the team stays in dress by taking 24 inch steps measured heel to heel.
- 5.1.9.17. This helps the team to take equal length steps.
- 5.1.9.18. Continue this same movement for each step.
- 5.1.9.19. This movement is smooth and ceremonious as if the team was gliding on the pavement. There is no specific count or cadence to the hang-step; the middle person (Crossmark and Mark) sets the cadence.
- 5.1.9.20. Hands are suspended down while stepping.
- 5.1.9.21. While hang stepping, the team keeps the appropriate dress, cover, interval, and distance.
- 5.1.10. Flanking Procedures

5.1.10.1. The NPB starts the three-step command on the heel touching the ground in the direction flanking.

5.1.10.2. Once the first heel touches the ground parallel to the corner of the back bumper of the hearse, the NPB will begin to call the flanking command.

5.1.10.3. The three commands are called on the opposite heels. The NPB calls **Left/Right** on the first available left/right heel. The command is called on the foot of the direction flanking

5.1.10.4. The NPB then calls **Flank** on the next heel.

5.1.10.5. The NPB calls the command of execution **MARCH** on the next heel.

5.1.10.6. Each member then places the toe of the left/right foot in the center of the right/left foot and forms a T. (Figure 5.13.) Next, the right/left foot is raised and turned 90 degrees to the right/left. (Figure 5.14.)

5.1.10.7. Once the team executes the flank, they take three steps and stop (do not heel click). These three steps are used to ensure all members are properly dressed with the hearse.

5.1.10.8. If the OIC/NCOIC is at the position of stand at ease, the NPB gives the command **Stand at, EASE**. If the OIC/NCOIC stays at the position of attention, the bearers will also stay at attention.

5.1.11. Removing the Casket from the Hearse

5.1.11.1. After the casket is prepared for retrieval and the family is in position, the OIC/NCOIC of the ceremony will come to attention first then give the command **SECURE**.

5.1.11.2. The NPB calls **STEP** and the team marches to the rear of the hearse (if at the position of Stand At EASE, call the team to attention first).

5.1.11.3. The NPB calls the command **Mark, TIME**, on consecutive steps initiated with the left foot, two-paces from the back bumper.

5.1.11.4. NPB calls, **Beareres, HALT**, called on consecutive lefts.

5.1.11.5. The next set of movements are executed in 6 counts. All members will take one more step and close (counts 1 and 2). All members with the exception of HO will execute a center face, HO will stand fast (counts 3 and 4). All members with the exception of HO will take one side step toward the hearse, HO will take one side step to the right (counts 5-6).

5.1.11.6. With the exception of Hand-off, bearers will make eye contact, then execute a three-second head drop.

5.1.11.7. At this point, Hand-off hang-steps to the rear of the casket.

5.1.11.8. Hand-off stops and executes a three-second head drop. If the flag is flared up, Hand-Off will then fold the flag down ceremoniously.

5.1.11.9. NPB then informs Hand-off of the number of turning-steps the team will execute. (Figure 5.15.)

5.1.11.10.1. This information is given quietly in the form of two numbers and a direction in which to travel. NPB will state the command twice and HO will repeat it twice to ensure the command is correct.

5.1.11.10.2. For example **6 and 5 to Hand-off**. The 6 tells you how many side steps to take away from the hearse, and 5 tells you how many steps to take during the turning of the casket and the words “to Hand-off” indicates which direction to turn the casket. Handoff is clockwise and Carry is counter-clockwise. (The first number will be no less than 3, no greater than 10)(The second number will always be 5)

5.1.11.11. Hand-off then pulls the casket out of the hearse, lifting the head at the same time. Hand-off quietly repeats the turning instructions while pulling the casket.

5.1.11.12. NPB tells Fold, **Ready, TAKE**; this command is subdued. This ensures NPB and FOLD grab casket simultaneously.

5.1.11.13. NPB then tells Fold, **Ready, LIFT**; this command is subdued. This prevents the casket from dropping loudly onto the rear bumper of the hearse by slightly lifting the end of the casket together. This command is also called quietly.

5.1.11.14. Cross mark supports the weight of Hand-offs position.

5.1.11.15. All members of the team will have their thumbs facing in the direction of the NPB.

5.1.11.16. When the casket is out, Hand-off steps around to the original position.

5.1.11.17. Hand-off executes a 3 second head drop and calls **Ready**

5.1.11.18. The NPB then calls **STEP**.

5.1.11.19. The team side-steps (without heel clicking), while performing turning-steps it is important to step either forward or backward beginning with the foot farthest from the hearse. (i.e. NPB will initiate with the left foot, Fold side will initiate with the right foot)

5.1.11.20. Mark or Crossmark will always be the pivot points of the turn. These positions must ensure the casket rotates without drifting.

5.1.11.21. The command, **UP** will be given by the NPB, the team will bring their head up in a three-second count.

5.1.11.22. The NPB calls the command **FACE**; each member faces the gravesite using a 3-second count.

5.1.11.23. The next command is **STEP**, the team steps-off with the left foot and proceed to the gravesite.

5.1.11.24. The casket must remain level during the carry. To accomplish this, every member of the team must extend the arms, roll the wrist, and press toward the casket with the forearm. To ensure safety, we recommend “duck walking”. (i.e. Pointing the toes outwards while walking to prevent stepping on the persons feet in front of you).

5.1.11.25. If the casket is high on one end, in a low tone of voice say, fold-up or down, front-up or front-down to ensure the casket is level.

5.1.11.26. The NPB guides the casket during the carry to graveside.

5.1.11.27. The NPB slightly pushes or pulls the casket to signal the team to turn the casket in the appropriate direction.

5.1.11.27.1 The team will pick up an automatic mark time march. When in the mark time, the team will turn the casket 90 degrees in the appropriate direction. The last person around will call step on the left foot. The team will take one more step in Mark Time, then proceed with the “duck walk”. (HO is the last one around if moving to the left, Carry if turning to the right.)

5.1.11.28. To carry the casket over an obstacle, such as a tombstone, the NPB calls **Ready, UP**. On the first available left foot **Ready** is called and **UP** is called on the next left foot.

5.1.11.29. When this command is given, every member of the casket team raises the casket slowly, in a three second motion, just enough to clear the obstacle.

5.1.11.30. After the casket has cleared the obstacle, hand-off gives the command, **CLEAR**.

5.1.11.31 The NPB then commands **DOWN** on either foot and the bearer team will lower the casket back down to the regular carrying position, in a three second motion.

5.1.11.32. When the team arrives at the head end of the mock-up, the NPB gives the command, **HALT**. When approaching the mock-up, the NPB will slow the team down.

5.1.11.33. This command is in a loud voice and dragged out. It is called on either foot when the heel of that foot strikes the ground.

5.1.11.34. The bearer team halts, without heel clicks, as the command of **HALT** is called.

5.1.11.35. The next command is **CENTER**.

5.1.11.36. When the NPB gives this command, all the members face in toward the casket in a three-second count.

5.1.11.37. Once the team centers in, they make eye contact, then hands turn palm up , and lower their heads as to focus on the top of the casket. All three movements will be executed in a three second motion, for a total of a nine count movement.

5.1.11.38. The NPB then calls **STEP**.

5.1.11.39. At this time, all team members side step onto the platform or next to the gravesite if no platform is present.

5.1.11.40. It is important for everyone to carry their weight evenly while keeping their backs as straight as possible.

5.1.11.41. Each set of bearers across from one another should step upon the mock-up at the same time.

5.1.11.42. When the casket is centered on the grave, the NPB commands, **HALT**.

5.1.11.43. After the command of halt, the four outside bearers release the casket with the outside hand and secure the flag to keep it from getting caught under the casket or touching the ground.

5.1.11.44. After the corners are secure, the NPB will call **DOWN**, the team sets the casket down slowly and evenly, bending at the knees.

5.1.11.45. Once the casket has been placed on the lowering device, all bearers will rise up slowly, going off the center (Crossmark and Mark), with flag in hand making a canoe.

5.1.11.45.1. Canoe: Bearers bring their arms up high enough so that the flag is not touching the casket, therefore forming a “U” shape with the flag. If the casket is too high then do not bring the flag higher than armpit level. This is done to ensure other members can see the movements of each individual.

5.1.11.45.2. The positions of Mark or Crossmark will give the command of **Ready, STEP** for NPB, Fold, Carry and Handoff in a low tone.

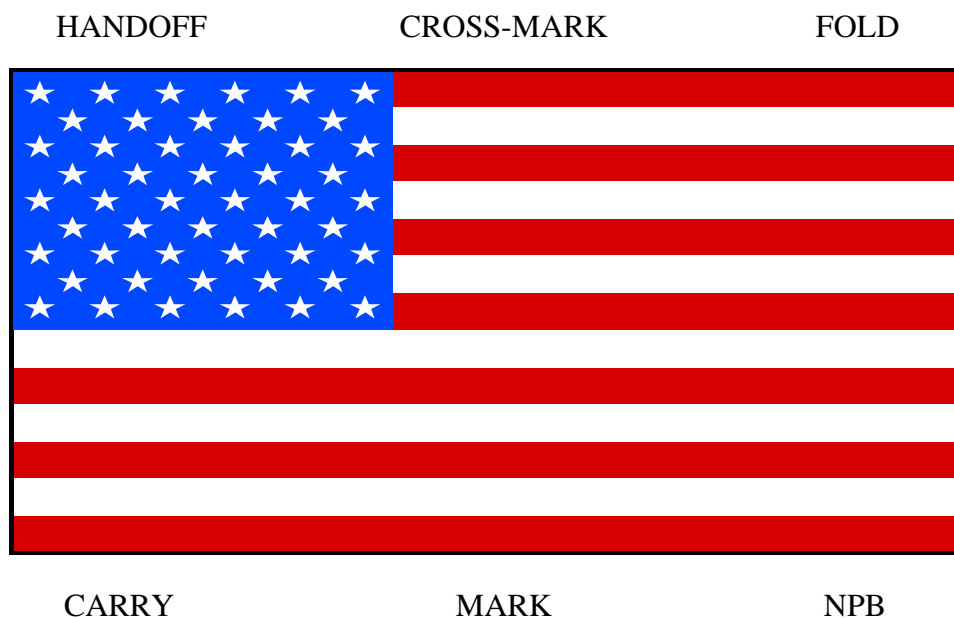
5.1.11.45.3. On the command **Ready, STEP**, NPB and Fold will take one side step towards the outside, and Handoff and Carry will also take one side step to the outside and begin rolling the two and a halves. When rolling the two and a halves, the four corner people are to keep tension on the flag to ensure there is no excess material that is “rolled”. All of this is done with the flag being in the “canoe”.

5.1.11.45.4. The two and a half fold is when each individual folds one stripe or star (handoff) underneath followed by one and a half more stripes or stars. It is imperative for each individual to keep both hands near the same position maintaining tension on the flag, as well as less hand movement.

5.2. Six-Person Flag Folding Procedures

5.2.1. Full Honors Funeral/Standard Honors Funeral

5.2.1.1. Positions



5.2.1.2. Once bearer’s thumbs are together after rolling the two and a halves, start the first tug.

5.2.1.2.1. The four corner people will have the thumbs together at the corners. Crossmark will have both hands together where the union meets the red stripe at the top of the flag on the Fold’s side. Mark will have both hands together directly across from that spot so that everyone is directly across from each other.

5.2.1.2.2. First tug – Simultaneously, NPB, Crossmark, and Handoff will slide left hand down the flag in a three second motion until there hands are approximately shoulder width apart. Fold, Mark, and Carry will simultaneously slide the right hand down the flag in a three second motion until there hands are shoulder width apart (approximately

18”). Before and while tugging, NPB’s left hand should be approximately 10-12 inches apart, so he will pick up the hand slide when Folds right hand is directly across NPB’s left hand to achieve a “mirrored” effect.

5.2.1.2.3. On the second tug, three things will occur at the same time.

- 1 – Bearers will center themselves between their arms.
- 2 – All heads will come up facing the front
- 3 – Flag will be pulled open towards the body at a level position so that the flag has an appearance of a table (called “tabletop”), ensure that the flag is no more than 6” away from the body.

5.2.1.2.4. When at “tabletop”, ensure that the flag stays level, dressing off of Mark and Crossmark.

5.2.1.2.5. This is done by thumb corrections. Individuals are responsible for correcting the person directly across from them. The thumb corrections are as follows:

- (1) To bring someone up, slightly lift the corresponding thumb up from the flag until it is even with the rest of the flag.
- (2) To bring someone down, slightly bend the corresponding thumb down to the flag until it is even with the rest of the flag.
- (3) To make someone regrip the flag, slightly release the corresponding hand from the flag and regrip
- (4) To make someone have tension on the flag, (flag starts to droop), slightly move both thumbs side to side until the corresponding person has tension on the flag.

5.2.1.3. Flag Folding Sequence. NPB tugs the flag for the third time to initiate the folding of the flag. (This is a four-count movement)

5.2.1.3.1. COUNT 1: NPB, Fold, Carry, and Handoff slide their inside hand toward the hand holding the outside of the flag. Mark and Cross-Mark slide their farthest hand toward the blue field. When bringing the hands together, bring them together forcefully to make a “popping” sound in order to establish cadence.

5.2.1.3.2. COUNT 2: NPB and Carry replace their outside hand with the inside while placing two fingers of the outside hand on the end of the flag approximately where the union meets the red stripes, cutting the flag in half. Mark pinches the underside of the flag with the left hand approximately in the middle. Fold and Handoff place their inside hand underneath for support. Crossmark does the same as Handoff and places their left hand underneath for support.

5.2.1.3.3. COUNT 3: The bearers on the NPB side throw the flag over toward the blue field with the hand that is closest to them with the palms up, and hands flared. Fold, Crossmark, and Handoff will stand fast. When throwing, ensure that the people on the corners maintain tension on the flag.

5.2.1.4. COUNT 4: Bearers on the NPB side place their throw-over hand underneath the flag for support so that both hands are shoulder width apart (approximately 18"). Fold, Crossmark, and Handoff will bring the hand that was supporting out to grab the flag and set the border by unrolling the "2 1/2s".

5.2.1.4.1. The border is approximately halfway of the top stripe, or the top parallel mark on the top row of stars in the union.

5.2.1.5. Once the borders have been set, all members on Fold side will re-grip the flag shoulder width apart (approximately 18"). When all movement has stopped, Mark initiates the pulling out of support hands underneath the flag.

5.2.1.6. Once all hands have been placed back in original positions, the flag is centered over the casket. The flag is now at a half fold. This sequence of events is repeated to bring the flag to the quarter fold. (Exception: NPB, Mark, and Carry DO NOT put the hands underneath on count 4, they re-grip the flag approximately shoulder width apart).

5.2.1.7. The NPB and fold start a triangular fold by bringing the striped corner of the folded edge to the open edge. Ensure the outside edge of the fold forms a 45-degree angle.

5.2.1.8. Next, fold the outer point inward, parallel with the open edge, to form a second triangle. Continue to fold the flag in this manner. (Figure 5.10) When folding the flag ensure that NPB and Fold use the "thumb towards/hands away" method of creasing the flag. This prevents excess movement on the flag and ensures the flag is taut.

5.2.1.8.1. Every fold consists of two creases. NPB and Fold each will have one crease, one using the "thumb towards", the other using the "hand away" method. When a fold consists of a 90-degree angle "pointing" towards NPB or Fold, then that individual will execute both creases.

5.2.1.9. Throughout the flag folding sequence, Mark, Cross-Mark, Carry, and Hand Off feed the flag toward NPB and Fold.

5.2.1.10. Every 2 & 1/2 folds, the team members not folding the flag (Mark, Crossmark, Carry and Handoff) slides their hands toward the other, thus feeding the flag. The members that are across from each other should feed together to achieve a mirrored effect.

5.2.1.11. Once bearers' hands leave the flag, they resume the position of Attention.

5.2.1.12. When the first fold enters the blue field, Mark and Crossmark will step toward the NPB and Fold. An eyewink may be given by the bearer whose back is to the family, to ensure they step at the same time.

NOTE: The tip of the flag enters the blue union without exceeding the second star. This is a rule of thumb to prevent the flag from being folded long, thus not allowing the flag to be tucked at the end.

5.2.1.13. The fold continues through the union

5.2.1.14. Cross-Mark ensures all red is properly tucked by pulling out the union to let Fold roll under any red material showing on the flag.

5.2.1.15. At the last fold, the flag tip is approximately six inches from the white edge-band. Mark and Cross-Mark tuck the remaining excess flag into the folded flag. They look for any red or white parts of the flag sticking out of the blue union and tuck them in. NPB secures the flag by gripping the middle of the flag with the right hand and lifting up the “flap” with the left hand. Fold secures the flag by gripping the corner of the flag closest to him with the left hand and lifting up the “flap” with the right hand.

5.2.1.15.1. Mark begins the tucking sequence by folding a 45 degree angle with the material on his side, ensuring that there is enough space to clear the lip of the flag (approximately 1”). Crossmark pinches the flag with the left hand ensuring the material is taut and tucks the flag with the right, pushing all the material to the back of the flag.

5.2.1.15.1. When the tucking of the flag is complete Fold, Crossmark, and Mark will grab the flag at their respective corners with the thumbs together.

5.2.2. NPB Flag Dressing Sequence (reference 5.5.3.)

5.2.2.1. NPB renders a hand salute to the flag.

5.2.2.2. The NPB faces in and steps to the original position.

5.2.2.3. The OIC/NCOIC presents the flag to the next of kin and returns to the original position (full honors funeral) or steps back to the original position with the flag secured (standard honors funeral). At that time, the OIC/NCOIC gives a subdued command of **BEARERS POST**.

5.2.2.4. The NPB then gives the command **Face, ME** or **Face, AWAY** and the team departs, either by hang stepping off the platform or marching off when there is no platform present. If hang-step is used, Hand-off or NPB (whichever is to the rear) calls **STEP** once the bearers have cleared the mock-up.

5.3. Standard Honors Funeral

5.3.1. Personnel

5.3.1.1. Officer in Charge/Non-Commissioned Officer in Charge

5.3.1.2. Non Commissioned Officer in Charge of Firing Party (NFP)

5.3.1.3. Honor Guard Members (7)

5.3.1.4 Bugler

5.3.2. Sequence of events

5.3.2.1. The 8 member firing party (NFP and seven dual qualified Honor Guard members) are positioned approximately 50 paces away from gravesite and fire over the head of the casket.

5.3.2.2. The weapons are grounded and the 6 members designated as pallbearers depart the formation to wait at the curbside for the funeral procession (NFP and seventh firing party member remain in the formation to secure the weapons).

5.3.2.3. The OIC/NCOIC and pallbearers are at attention in their predetermined positions as the funeral procession arrives.

5.3.2.4. Pallbearers execute same procedures as outlined in the 6-person pallbearer team. The flag is folded immediately upon arrival at gravesite.

5.3.2.5. Pallbearers hand off flag to NCOIC/OIC and march off with no armswing towards the firing party position. When the command of **STEP** is made, bearers start to march at cadence of quicktime, when they will begin to zipper in with either Handoff or NPB leading the way.

5.3.2.6. Pallbearers execute take, arms, and ready, up and are now in position to render 3 volleys (follow sequence outlined in Firing Party)

5.3.2.7. Once the chaplain has completed remarks, the funeral director asks the family to rise for the rendering of military honors, this is the NFP's cue to begin firing party sequence.

5.3.2.8. Once firing party is complete, bugler sounds Taps.

5.3.2.9. NCOIC/OIC hands off flag to next of kin, says the message of condolence, and renders slow salute.

5.3.2.10. Once salute is dropped, and NCOIC/OIC marches off, Honor Guard members depart the funeral site, returning to staging area.

5.4. Two-Person Funeral

5.4.1. Purpose

5.4.1.1. The two-person funeral is primarily used for veterans.

5.4.1.2. Provides military representation to present the flag to the next of kin.

5.4.2. Sequence

5.4.2.1. Two qualified Honor Guard members pre-position themselves at curbside awaiting the procession.

5.4.2.2. When the hearse approaches both members execute present, arms.

5.4.2.3. Once the hearse passes both members they execute order, arms.

5.4.2.4. The family designated pallbearers secure the casket and proceed to graveside.

5.4.2.5. Honor Guard members follow the pallbearers to graveside and position themselves at both ends of the casket once it has been lowered.

5.4.2.6. The Honor Guard members wait for cue from the chaplain or funeral representative before folding the flag (see two person flag fold section for detailed instructions.) While the eulogy or sermon is given, the Honor Guard personnel stand at the position of stand at ease, once given their cue they simultaneously move to the position of attention.

5.4.2.7. After the flag is presented, both members execute the appropriate facing movement and depart.

5.5. Two-Person Flag Fold.

5.5.1. Procedures and Responsibilities.

5.5.1.1. Requires two qualified Honor Guard personnel to fold the flag.

5.5.1.2. One Honor Guardsman is positioned at each end of the flag one pace off the casket.

5.5.1.3. The two positions are the folder and NCOIC/OIC.

5.5.2. Flag Folding Sequence

5.5.2.1. Each movement is initiated by the folder's eye wink.

5.5.2.2. Both members secure the four corners of the flag over the casket.

5.5.2.3. Two side steps are taken to clear the flag from the casket ensuring enough room is provided to enable the folder to step toward the end of the flag while folding. *Note: Always try to fold the flag in front of the family. If there is not enough room due to obstacles, such as a pile of dirt, family in the way or a lid, then go to a quarter fold over the casket then take side steps over.*

5.5.2.4. Step 1: Bring the two open ends of the flag together, leaving approximately three inches (approximately half the red stripe, and the horizontal portion of the top star) of border from the union side of the flag and the striped edge. This is known as establishing the border; the two open ends do not lie evenly upon each other, there must be a definite margin.

5.5.2.5. Step 2: Bring the hand not securing the established border back to opposite corner. Simultaneously, the NCOIC/OIC flares down with the right hand and secure the other corner with the left hand while the folder flares down with the left hand and secure the opposite corner with the right hand.

5.5.2.6. Step 3: Repeat steps 1 and 2.

5.5.2.7. Step 4: The folder begins by making a triangular fold bringing the striped corner of the folded edge to the open edge. Ensure the outside edge of the fold forms a 90-degree angle.

Note: With your left hand, half the white on the first fold.

5.5.2.8. Step 5: Fold the outer point inward, parallel with the open edge, to form second triangle.

5.5.2.9. Step 6: Continue folding the flag alternating steps 4 and 5 until the flag reaches the end (approximately 6-10 inches but may vary). This process usually involves 10 folds on the standard internment flag.

5.5.2.10. Step 7: Folder reaches underneath the flag with the right hand, lifting up the flap, cradling it with the left arm. The folder must also pinch the right corner of the flag to ensure the flag is taut.

5.5.2.11. Step 8: The NCOIC/OIC makes a 90-degree fold with the right side of the flag, ensuring the thumb is placed in between the fold and the flag.

5.5.2.12. Step 9: Crease the excess portion of the flag and neatly tuck it in the pocket formed by the folded flag.

5.5.2.13. Inspection of the flag. The folder takes the flag, brings it to the chest with head down and stationary and eyes looking down at the flag. Ensure no red is showing or any white is protruding, flag should be flat.

Note: There is no head movement while inspecting the flag.

5.5.3. Flag Dressing Sequence

5.5.3.1. This movement is executed in 3 second increments in 9 counts.

5.5.3.2. Once inspection of flag is completed, position both hands at the top portion of the flag. (Figure 5.1.)

5.5.3.3. Slowly slide the left hand down at a flare to the extent of the elbow and pause. (Figure 5.2) (count 1)

5.5.3.4. Bring left hand underneath the flag to support the flag against the chest and pause. (Figure 5.3.) (count 2)

5.5.3.5. Repeat this flaring process with the right hand and pause. (Figure 5.4.) (count 3)

5.5.3.6. Bring the right hand across the flag and touch the opposite end of the flag and pause. (Figure 5.5) (count 4)

5.5.3.7. The right hand sweeps across the front of the flag to the top left corner of the flag and pause. (Figure 5.6.) (count 5)

5.5.3.8. Grasp the flag with the right hand, keeping all fingers joined and pause. (Figure 5.7) (count 6)

5.5.3.9. Rotate flag in a clockwise motion with the right hand while simultaneously lifting the flag up and pinning the left hand to the left side and pause. (Figure 5.8) (count 7)

NOTE: The rotation is complete once the top tip of the flag is directly in front of the nose and the bottom of the flag is parallel to the ground.

5.5.3.10. Lower the flag until the upper portion of the flag is at eye level and pause. (count 8)

5.5.3.11. The left hand comes up and joins the right hand, ensuring the fingers are joined and remain together. (Figure 5.9.) (count 9)

5.5.3.12. The dressing sequence is now complete, the folder hands off to the flag to the OIC/NCOIC. The folder then looks at the flag without moving their head and performs a slow salute.

5.5.3.13. The NCOIC/OIC is responsible for holding the opposite end of the flag taut ensuring it stays level while the flag is being folded.

5.5.3.14. The NCOIC/OIC presents the flag to the next of kin and recites the message of condolence, followed by a slow salute to the flag and departure.

5.5.3.15. A suggested message of condolence is; On behalf of the President of the United States, the Department of the Air Force, and a grateful nation, we offer this flag for the faithful and dedicated service of (state service members rank and name).

5.6. Cremate Sequence for SHF or FHF

5.6.1. The sequence is the same as a casket until the command of **SECURE** is given by the NCOIC/OIC.

5.6.2. On the command of **SECURE** NPB calls the team to **ATTENTION**. NPB and Fold step off in the cadence of slow time and suspended armswing

5.6.3. When NPB and Fold are lined up with the rear bumper of the vehicle, they takes three steps and automatically halt with no heel clicks.

5.6.4. NPB and Fold automatically execute a three-second-center face.

5.6.5. NPB eye winks to Fold for both members to lower their head into the car to retrieve the flag and urn.

5.6.6. Once the members have the urn and flag in possession, NPB gives a subdued command of **Ready Up** for NPB and Fold to raise their heads out of the car.

5.6.7. NPB eye winks to Fold to initiate a three-second face towards the formation and automatically slide step off with the left foot in the cadence of slow time.

5.6.8. Approximately two paces away from the formation NPB gives a subdued command of **HALT** for he and Fold. Both automatically execute a three count about face with no heel clicks.

5.6.9. NPB then gives the command of **STEP**, all team members step off with arms suspended in the cadence of slow time. As the team is marching the team marches shoulder to shoulder.

5.6.10. As the team is approaching gravesite, the team splits up and Mark calls **HALT** as he is centered on the stand for the urn.

5.6.11. NPB gives the command of **CENTER**, the team executes a three second center face with no heel clicks.

5.6.12. Fold places the urn on the stand and NPB executes a half dress on the flag.

5.6.13. NPB passes the flag to by “shooting” the flag down, the top point is pointing towards Fold. Fold receives the flag with the left hand on top of the flag and right hand on bottom.

5.6.14. Fold passes the flag to Crossmark by simply turning their upper body, Crossmark receives the flag with both hands grabbing the angled sides of the flag with both palms facing down.

5.6.15. Crossmark passes the flag to Handoff by simply turning his upper body 180 degrees to the right, Handoff receives the flag by grabbing the flag with both hands at the two angled sides of the flag with the palms facing down.

5.6.16. Handoff brings the flag to the center of the body so that the top point of the flag is approximately at the sternum, where Handoff begins the half dress of the flag.

5.6.17. Handoff on completion of the half dress shoots the flag down to Carry so that the “tuck” of the flag is parallel to Carry’s body. Carry meets Handoff in the middle so that Carry can begin to untuck the flag.

5.6.18. Carry takes the band of the flag and places it in Handoff’s right hand. Carry begins to unfold the flag.

5.6.19. Handoff supports the flag with the left hand while maintaining a hold of the flag with the right hand. As Carry is unfolding the flag with BOTH hands, one of the two middle bearers eye winks to the other to initiate to go help unfold the flag. Crossmark supports the flag and Mark unfolds the flag with BOTH hands. At this time, Carry is re-gripping the flag so that the left hand is on the corner of the flag, and the right hand is placed approximately shoulder width apart from the left hand but keeping the right hand underneath the flag.

5.6.20. Handoff slides the right hand to the corner of the flag, on their side, then bring the left hand out from underneath to re-grip so that the hands are approximately shoulder width apart.

5.6.21. NPB or Fold eye winks at one another to initiate the two to unfold the flag. Fold brings both hands underneath to support the flag. NPB begins to unfold the flag using BOTH hands. Mark brings the left hand out to re-grip the flag where the union meets the stripes, but keeping the right hand underneath the flag approximately shoulder width apart from the left hand.

5.6.22. Fold re-grips the flag with both hands keeping the left hand at the corner of the flag and placing the right hand approximately shoulder width apart from the left. NPB grips the flag with the right hand at the corresponding corner and then place the left hand underneath the flag approximately shoulder width apart from the right hand.

5.6.23. Upon the completion of the unfolding Mark brings the right hand out from underneath the flag, signaling NPB and Carry to do the same.

5.6.24. Fold has his left index finger underneath the corner “flap” of the flag. Crossmark and Handoff has their right index finger underneath the flap of the flag as well.

5.6.25. NPB “tugs” the flag, all of the following things happen simultaneously.

5.6.25.1. NPB “flares” the left hand and bring it across the flag to Fold’s left hand and grabs the flag.

5.6.25.2. Mark “flares” the right hand and brings it across the flag to grab the flag at Crossmark’s right hand.

5.6.25.3. Carry “flares” the right hand and brings it across the flag to grab the flag at Handoff’s right hand

5.6.25.4. Fold simultaneously raises the flag with the left index finger and bring the right hand and forearm underneath the flag for support.

5.6.25.5. Crossmark simultaneously raises the flag with the right index finger and brings the left hand and forearm underneath the flag for support.

5.6.25.6. Handoff simultaneously raises the flag with the right index finger and bring the left hand and forearm underneath the flag for support. *(yes they do the same thing)*

5.6.26. All members grab the flag respectively and begin the six person flag fold as stated in 5.3.

5.7. Up and Face Sequence

5.7.1. The casket should always be carried feet first, however under certain situations and Up and Face sequence is required. Situations such as:

- (1) The casket is placed in the hearse backwards.
- (2) There are objects (tree, large tombstones, etc.) to prevent the team to carry the casket over the head end of the mock-up.
- (3) The path of travel would limit you to only one way to carry the casket

5.7.1. The sequence is the same from 5.1.9.1.-5.1.11.17. with one exception. Instead of NPB telling Handoff turning steps, he will say **Up and Face**. Handoff will still repeat it twice.

5.7.2. Upon the command of **Ready** given by Handoff, NPB will then give the command of **Up**. On command, all bearers will execute a three second head raise facing each other.

5.7.2.1. NPB will then give the command of **Face**. On command, all bearers will execute a three second facing movement towards Handoff.

NOTE: When pulling the casket out of the hearse, each members will have their thumbs facing Handoff.

5.7.2.2. Handoff then gives the command of **Step**. Upon the command, all bearers will step off with the left foot and march as stated in 5.1.11.23-33.

5.7.2.3. Handoff will have all the commands until the flag fold sequence begins; Handoff is now considered the NPB.

5.7.2.4. After the carrying sequence, all members return to their normal positions for the remainder of the ceremony.

5.8. Sequence for Vault Lid on side of Bier

5.8.1. Ensure the flag is flared up on the front end of the casket

5.8.2 Sequence is the same until the “HALT” is given by the NPB at the gravesite

5.8.3. After the “HALT”, HO will take two side steps to the right of the casket so that he is now facing down the center of the casket.

5.8.4 HO will give the command “STEP”, upon the command all members will take one side step toward the bier. *NPB or FD will continue stepping with the casket to guide it onto the gravesite.

5.8.5. After the casket is secured on to the bier, HO will secure his end of the flag. *NPB or FD will secure his end of the flag by simply placing his hands on the flag so that it does not fall off the casket.

5.8.6. HO and *NPB or FD will step back towards the other members, HO taking continuous steps back and *NPB or FD taking side steps toward the team.

5.8.7. As the flag approaches, each member will secure the flag at the appropriate positions.

5.8.8. Once all members have secured the flag, HO will give a subdued command of “Ready, STEP”. On the command of execution “STEP” all members will take a predetermined number of side steps away from the bier, in the cadence of slow time.

5.8.9. After this completion, the normal flag folding sequence will be accomplished.

***NPB or FD--Determined by which side the vault lid is NOT on.**



**Figure 5.1.
(End of Inspection of Flag)**



**Figure 5.3. (Dressing Sequence)
Count 2**



**Figure 5.2. (Dressing Sequence)
Count 1**



**Figure 5.4. (Dressing Sequence)
Count 3**



**Figure 5.5. (Dressing Sequence)
Count 4**



**Figure 5.7. (Dressing Sequence)
Count 6**



**Figure 5.6. (Dressing Sequence)
Count 5**



**Figure 5.8. (Dressing Sequence)
Count 7**



**Figure 5.9. (Dressing Sequence)
Count 9**



Figure 5.10. (6 Person Flag Fold)



Figure 5.11. (Stand At Ease)



Figure 5.12. (Step)



**Figure 5.13. (Left Flank, March)
Count 1**



**Figure 5.14. (Left Flank, March)
Count 2**

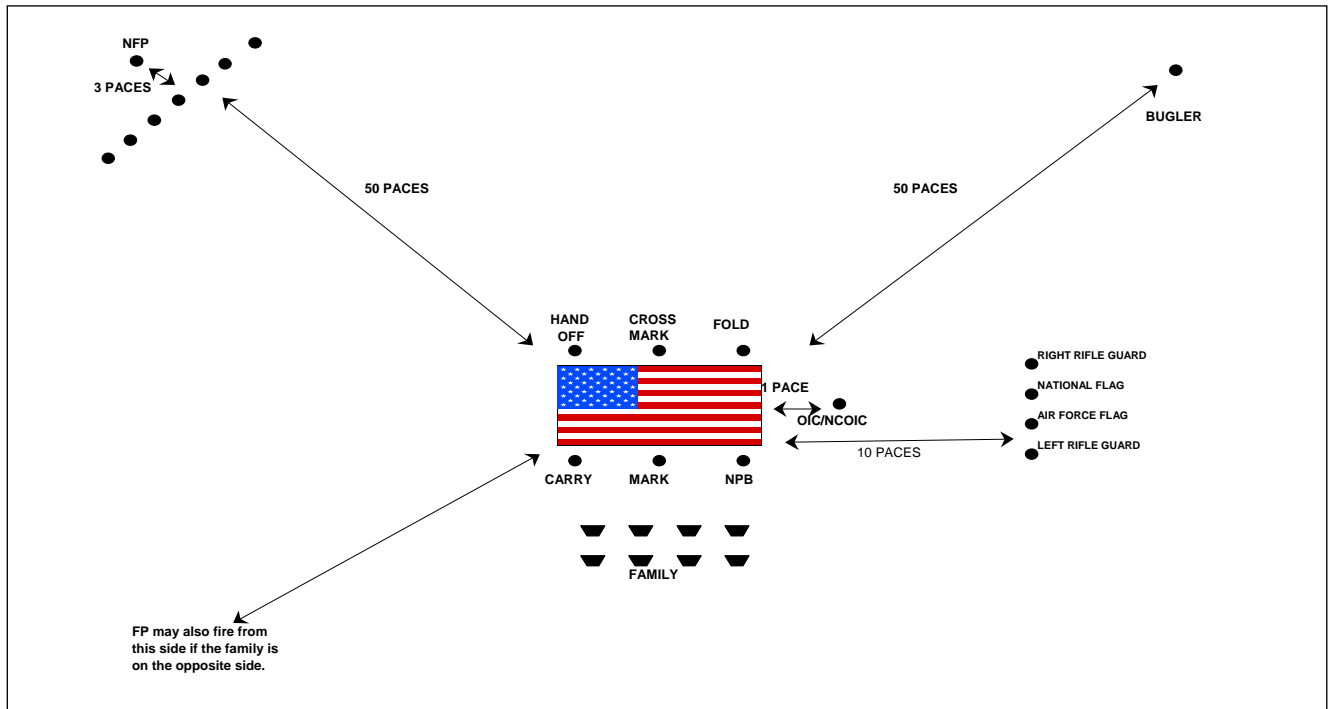


Figure 5.15. (Turning Steps)

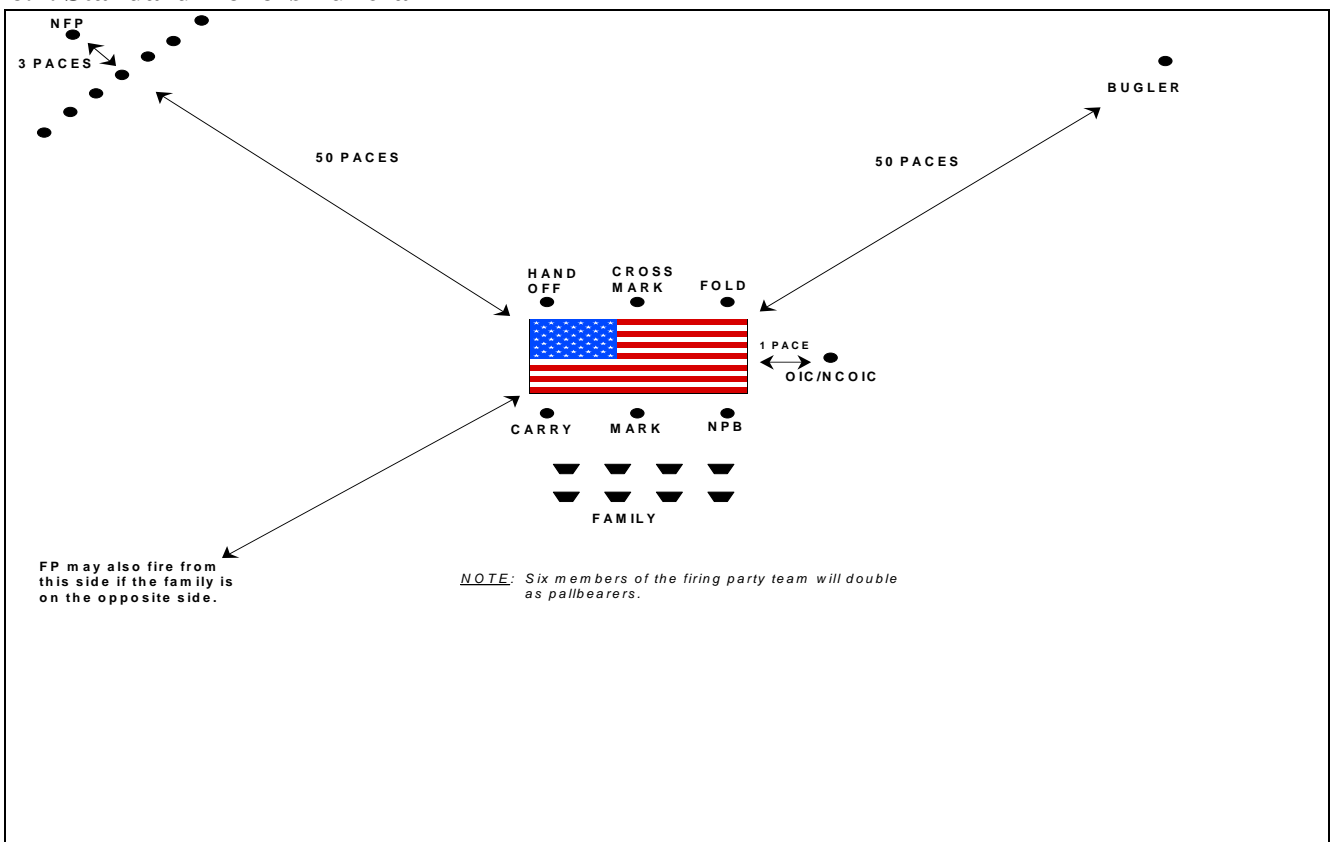
Chapter 6

FUNERAL DIAGRAMS, COMMANDS, AND SEQUENCES

6.1. Full Honors Funeral



6.2. Standard Honors Funeral



6.3. Colors Commands

NOTE: The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left (**L**) or Right (**R**); or Subdued (**S**).

- | | | |
|--------------------------------|---|-----|
| 1. Forward, MARCH | <u>Ward</u> <u>HARCH</u> | 1. |
| <u>For</u> | | |
| 2. COLORS | 2. <u>COLORS</u> | (L) |
| 3. Colors, Stand at, EASE | 3. <u>Colors, Stand</u> <u>HEASE</u>
<u>At</u> | |
| 4. Standby, Colors, ATTENTION | 4. <u>Stand By, Colors</u> <u>HUT</u>
<u>TENCH</u> | |
| 5. Port, ARMS | 5. <u>Port</u> <u>HARMS</u> | |
| 6. Right Shoulder, ARMS | 6. <u>Right Shoulder</u> <u>HARMS</u> | |
| 7. Present, ARMS | 7. <u>Pre</u> <u>Sent</u> <u>ARMS</u> | |
| 8. Order, ARMS | 8. <u>Order</u> <u>HARMS</u> | |
| 9. Colors, Ready, CUT | 9. <u>Colors, Ready</u> <u>CUT</u> | |
| 10. Bearers, Ready, TWO | 10. <u>BEARERS</u> <u>READY</u> <u>TWO</u> | (S) |
| 11. Colors, Colors Turn, MARCH | 11. <u>Colors, Colors</u> <u>Turn</u> <u>HARCH</u> | |
| 12. Colors, Fallout, MARCH | 12. <u>COLORS</u> (L), <u>FALLOUT</u> (L), <u>HARCH</u> (L) | |

6.4. Pallbearers Commands

NOTE: The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left (**L**) or Right (**R**); or Subdued (**S**).

1. Stand at, EASE	1. <u>Stand</u> at <u>HEASE</u>
2. Bearers, ATTENTION	2. <u>Bearers</u> <u>HUT</u> <u>Tench</u>
3. Step	3. STEP
4a. Left, Flank, MARCH	4a. <u>Left</u> (L) <u>Flank</u> (R) <u>HARCH</u> (L)
4b. Right, Flank, MARCH	4b. <u>Right</u> (R) <u>Flank</u> (L) <u>HARCH</u> (R)
5. Secure	5. <u>SECURE</u>
6. Mark Time	6. <u>MARK</u> (L), <u>TIME</u> (R)
7. Bearers, HALT	7. <u>BEARERS</u> (L), <u>HALT</u> (L)
8. Ready, TAKE	8. <u>READY TAKE</u> (S)
9. Read, LIFT	9. <u>READY LIFT</u> (S)
10. Ready	10. <u>READY</u>
11. Up	11. <u>UP</u>
12. Face	12. <u>FACE</u>
13. Halt	13. <u>HAAALT</u>
14. Center	14. <u>CENTER</u>
15. Down	15. <u>DOWN</u>
16. Ready, STEP	16. <u>READY STEP</u> (S)
17a. Face Me	17a. <u>FACE ME</u> (S)
17b. Face Away	17b. <u>FACE AWAY</u> (S)
18. Bearers, Fallout, MARCH	18. <u>BEARERS</u> (L) <u>FALLOUT</u> (L) <u>HARCH</u> (L)

6.5. Firing Party Commands

NOTE: The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left (**L**), Right (**R**); or Subdued (**S**).

- | | |
|---|--|
| 1. Forward, MARCH | 1. <u>For</u> <u>Ward</u> <u>HARCH</u> |
| 2. Firing Party, Left (Right) Face, Order, ARMS | 2. <u>Or</u> <u>Derp</u> <u>HARMS</u> |
| 3. Dress Right, DRESS | 3. <u>Dress</u> <u>Right</u> <u>DRESS</u> |
| 4. Ready, FRONT | 4. <u>Redup</u> <u>HUNT</u> |
| 5. Ground, ARMS | 5. <u>Ground</u> <u>HARMS</u> |
| 6. Take, ARMS | 6. <u>Take</u> <u>HARMS</u> |
| 7. Ready, UP | 7. <u>Ready</u> <u>UP</u> |
| 8. FALLOUT | 8. <u>FALLOUT</u> |
| 9a. Ceremonial at, EASE | 9a. <u>Ceremonial</u> <u>at</u> <u>HEASE</u> |
| 9b. Parade, REST | 9b. <u>Pa</u> <u>Rade</u> <u>HEST</u> |
| 10. Firing Party, ATTENTION | 10. <u>Firing Party</u> <u>HUT</u>
<u>Tench</u> |
| 11. Ready, FACE | 11. <u>Redup</u> <u>HACE</u> |
| 12. READY (given 3 times) | 12. <u>REDUP</u> |
| 13. Present, ARMS | 13. <u>Pre</u> <u>Sent</u> <u>HARMS</u> |
| 14. Order, ARMS (see 2.) | |
| 15. Port, ARMS | 15. <u>Port</u> <u>HARMS</u> |
| 16. Left (Right), FACE | 16. <u>Left</u> <u>HACE</u> |
| 17. Firing Party, Fallout, HARCH | 17. <u>FIRING PARTY</u> (L), <u>FALLOUT</u> (L) <u>HARCH</u> (L) |

6.6. Colors FHF Sequence

1.	<i>MARCH-ON</i> COLORS, STAND-AT-EASE	Color team should pre-post itself approximately ten yards from the foot of the grave. NCT should have a line of sight with the NCOIC/OIC at both roadside and gravesite. It is acceptable for the team to angle itself either left or right of the gravesite to obtain this line of sight. Upon arrival at pre-determined position color team should warm up with a few movements, obtain proper dress and proceed to Stand-At-Ease.
2.	<i>PROCESSION ARRIVAL</i> STAND-BY, COLORS-ATTENTION	As the hearse approaches the transfer site, the pallbearer team and NCOIC/OIC go to attention. This is the Color team's cue to Proceed to the position of attention.
3.	<i>GATHERING OF FRIENDS AND FAMILY</i> COLORS, STAND-AT-EASE	Depending on the size of the gathering, the NCOIC/OIC will either stay at attention or go to Stand-At-Ease. If he/she goes to Stand-At-Ease, the color team should proceed to Stand-At-Ease.
4.	<i>"SECURE"</i> STAND-BY, COLORS-ATTENTION	When the family is in place (and everything is set to go,) he/she goes to attention and gives the command of "Secure" to the pallbearer team. This is the Color team's cue to go to Attention.
5.	<i>REMOVAL OF REMAINS FROM HEARSE</i> COLORS, PRESENT-ARMS	The pallbearer team approaches the rear of the hearse and begins to remove the casket. As soon as the casket is in motion, the NCOIC/OIC will Present Arms. This is the Color Team's cue to Present Arms.
6.	<i>CARRYING OF REMAINS TO GRAVESITE</i> COLORS, ORDER-ARMS	The pallbearer team carries the casket to the gravesite. The NCOIC/OIC orders his/her salute and follows the remains to gravesite. He/She will take position at the foot of the gravesite and render present arms until the pallbearer team sets the casket down on the mock-up. Once the pallbearer team sets the casket down, the NCOIC/OIC will Order Arms. This is the Color team's cue to Order Arms.

7.	<i>TABLETOP</i> COLORS, STAND-AT-EASE	Shortly after the pallbearer team sets the casket on the mock-up, they proceed to the tabletop position with the interment flag. The NCOIC/OIC goes to the position of Stand-at-Ease. This is the Color team's cue to go to Stand-at-Ease.
8.	<i>MILITARY HONORS</i> 1. STAND-BY, COLORS-ATTENTION 2. PRESENT-ARMS	The chaplain performs the committal service. When the committal service is complete, the funeral director asks the family to please rise for the rendering of military honors. The NCOIC/OIC immediately assumes the position of attention and then present arms. This is the Color team's cue to go to Attention and then Present Arms.
9.	<i>COMPLETION OF MILITARY HONORS</i> COLORS, ORDER-ARMS	Upon the completion of military honors and the playing of Taps, the NCOIC/OIC will Order Arms. This is the Color team's cue to Order Arms
10.	<i>FLAG-FOLD</i>	The Pallbearer team begins to fold the flag. Colors remains at the position of attention for the duration of the flag-fold.
11.	<i>PRESENTATION OF THE FLAG</i> 1. COLORS, PORT-ARMS 2. COLORS, COLORS-TURN-MARCH <i>Or</i> 2. STEP.	When the flag-fold is complete the pallbearer team hands the flag to the NCOIC/OIC who in turn offers the flag to the next of kin. Afterwards, the NCOIC/OIC returns to the foot of the grave and dismisses the pallbearers. As the pallbearers exit the gravesite, the NCOIC/OIC follows them. This is the Color team's cue to go to Port Arms and execute either a colors turn off or every other left off and proceed back to transportation.
12.	<i>POST CEREMONY BRIEFING</i>	NCT should brief any discrepancies noticed within the team during the ceremony.

6.7. Colors Posting/Non-posting Sequence

1. **Narrator gives cue**
 - a. *NCT Colors Forward MARCH*
 - b. *Right rifle guard goes to predetermined spot in front of stand picks up mark time*
 1. *Colors (for colors turn on) HALT*
 2. *Every other left on Colors HALT*
 - c. *NCT Present ARMS*
2. **Singer sings national anthem**
 - a. *NCT Port ARMS*
 - b. *NCT and USAF bearer do 3 count about together and step to stands*
 - c. *NCT and USAF bearer put flags in the stands look straight ahead*
 - d. *NCT tightens flag and then tugs for 3 second heads up to see the warhead flatten the warheads*
 - e. *NCT tugs for 3 second heads down back to attention automatic 3 second hands straight out and 3 second hands down to hands at attention*
 - f. *NCT and USAF take 1 step back towards the team and execute a 3 count about and step back into the team*
3. **Color team departs**
 - a. *NCT Colors colors turn MARCH*
 - b. *Every other left off*

6.8. Pallbearers FHF Sequence

1. Warm Up
 - a. Attention
 - b. Stand at ease
 - c. Behind the hearse sequence
2. Arrival of the Hearse
 - a. Attention
 - b. Hearse passes
3. Hearse Goes Into Park
 - a. Step
 - b. Right/left flank march
4. Secure
 - a. Bearers attention
 - b. Step
 - c. Mark time march
 - d. Bearers halt
5. Retrieval of the Remains From the Hearse
 - a. Ready take
 - b. Ready lift
 - c. Ready
 - d. Up
 - e. Face
 - f. step
6. Gravesite
 - a. Halt
 - b. Center
 - c. Step
 - d. Halt
 - e. Down
 - f. NPB/Handoff ready step
7. Tabletop
8. OIC/NCOIC Goes to Stand AT Ease
9. Chaplain Service/Chaplain Service Complete
10. OIC/NCOIC Goes to Attention/Salutes
11. Colors Present Arms
12. Firing Party/Firing Party Complete
13. Taps/Taps Complete
14. OIC/NCOIC Drops Salute/ Colors Order Arms
15. Flag Fold
 - a. NPB hands flag off to OIC/NCOIC
 - b. Bearers post
 - c. Face me/face away
 - d. Step
16. Bearers Fall Out March

6.9. Pallbearers SHF Sequence

1. Warm up
 - a. Bearers fold flag
2. Bearers Fall in with Weapons
 - a. Forward march
3. Get on Marks
 - a. Mark time march
 - b. Firing party left/right face, order arms
 - c. Dress right dress
 - d. Practice
4. Load Up
 - a. Dress right dress
 - b. Ground arms
 - c. Ready up
 - d. Fallout
5. Bearers March to Designated Area
 - a. Stand at ease
 - b. Bearers attention
 - c. Behind the hearse sequence
6. Arrival of Hearse
 - a. Attention
 - b. Hearse passes
7. Hearse Goes Into Park
 - a. Step
 - b. Right flank/left flank march
8. Secure
 - a. Bearers attention
 - b. Step
 - c. Mark time march
 - d. Bearers halt
9. Retrieval of Remains From the Hearse
 - a. Ready take
 - b. Ready lift
 - c. Ready
 - d. Up
 - e. Face
 - f. Step
10. Gravesite
 - a. Halt
 - b. Center
 - c. Step
 - d. Halt
 - e. Down
 - f. Ready step
11. Family Has Been Seated
 - a. Flag fold
 - b. NPB hands flag off to OIC/NCOIC

- c. *Bearers post*
 - d. *Face Me/Away*
 - e. *Step*
 - f. *Zipper*
- 12. *Chaplain Service/Chaplain Service Complete*
- 13. *Funeral Director Stands Family Up; OIC/NCOIC Goes to Attention*
- 14. *Firing Party*
- 15. *Taps/Taps Complete*
- 16. *OIC/NCOIC Hands Flag Off to Family*
- 17. *March Off*

6.10. Pallbearers Veteran Honors Funeral

- 1. *Warm Up*
 - a. *Bearers fold flag*
- 2. *Arrival of Remains*
 - a. *Attention*
 - b. *Present arms*
 - c. *Order arms*
 - d. *Stand at Ease*
- 3. *Honorary Pallbearers Take the Casket Out of the Hearse*
 - a. *Attention*
 - b. *Present Arms*
 - c. *Order Arms*
 - d. *Right/left face*
 - e. *Present arms*
 - f. *Order arms*
 - g. *Step*
- 4. *NCOIC and the Folder Position at the Ends of the Casket*
- 5. *Service/Service Complete*
- 6. *Flag Fold/Flag Fold Complete*
- 7. *OIC/NCOIC Hands Flag Off to the Next of Kin*
- 8. *March Off*

6.11. Firing Party FHF Sequence

1. *March On*
 - a. *Forward March*
2. *Get On Marks*
 - a. *Mark Time March*
 - b. *Firing Party, Left(Right) Face, Order Arms*
 - c. *Dress Right Dress*
 - d. *Practice*
3. *Load Up (automatically go to attention when loaded)*
 - a. *Dress Right Dress*
 - b. *Ceremonial at Ease (NFP goes to stand at ease)*
 - c. *Rest (right foot does not move)*
4. *Family Arriving (tighten up at ceremonial)*
5. *OIC/NCOIC Presents (carrying of remains)*
 - a. *Firing Party*
 - b. *Attention*
 - c. *Present Arms*
6. *OIC/NCOIC Order Arms (remains are placed at gravesite)*
 - a. *Order Arms*
7. *Bearers go to Table Top (OIC/NCOIC goes to stand at ease)*
 - a. *Ceremonial at Ease*
8. *Chaplain Service/ Service Complete*
9. *Funeral Director Stands Family Up/ OIC/NCOIC Presents/ Colors Present*
10. *Firing Sequence (NFP is at attention)*
 - a. *Firing Party*
 - b. *Attention*
 - c. *Ready Face*
 - d. *Ready(3 times)*
 - e. *Present Arms*
11. *Taps/ Taps Complete*
 - a. *Order Arms*
12. *Bearers Fold Flag*
13. *OIC/NCOIC or Chaplain Hands Off Flag/ Salute/ Leave*
14. *Bearers Face Off*
 - a. *Port Arms*
15. *Fourth Mans Hands Off Weapon*
 - a. *Left(Right) Face*
 - b. *Forward March*

6.12. Firing Party SHF Sequence

1. *March On*
 - a. *Forward March*
2. *Get on marks*
 - a. *Mark Time March*
 - b. *Firing Party, Left(Right) Face, Order Arms*
 - c. *Dress Right Dress*
 - d. *Practice*
3. *Load Up (automatically go to attention when loaded)*
 - a. *Dress Right Dress*
 - b. *Ground Arms/ Ready Up*
 - c. *Fallout*
4. *Bearer Duties*
5. *Bearer Duties Finished(back at weapons)*
 - a. *Take Arms/ Ready Up*
 - b. *Ceremonial At Ease(NFP goes to stand at ease)*
6. *Chaplain Service/ Service Complete*
7. *Funeral Director Stands Family Up/ OIC/NCOIC goes to Attention*
8. *Firing Sequence (NFP is at attention)*
 - a. *Firing Party*
 - b. *Attention*
 - c. *Ready Face*
 - d. *Ready(3 times)*
 - e. *Present Arms*
9. *Taps/ Taps Complete*
 - a. *Order Arms*
10. *OIC/NCOIC Hands Off Flag/ Salutes/ Leave*
 - a. *Port Arms*
11. *Fourth Man Hands Off Weapon*
 - a. *Left(Right) Face*
 - b. *Forward March*

Chapter 7

Air Force Bugler

7.1. General Information

7.1.1. All Air Force funerals have a requirement for the playing of Taps.

7.1.2. During the movement of the casket, the bugler presents arms with the OIC/NCOIC of the ceremony.

7.1.3 As the casket is placed on the lowering device, the bugler orders arms with the OIC/NCOIC of the ceremony

7.1.4. While practicing or “warming up” at the ceremony location, music other than Taps is used and does not distract from other ceremonies in the area.

7.2. Positions

7.2.1. Attention

7.2.1.1. To come to attention, bring the feet together smartly and on line. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Right arm hangs straight down along side the body and the wrist is not bent. Place the right thumb, which is resting along the first joint of the forefinger, along the seam of the trousers. Hand is cupped (but not clenched as a fist) with palm facing the leg. The left arm is at a 90-degree angle, parallel to the ground, cradling the bugle, which is also parallel to the ground. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are requirements.

7.2.2. Stand at, ease

7.2.2.1. Stand-at-ease is performed from the position of attention. On the first count of the movement, the bugler raises the left foot slightly, just enough to feel the knee bend and places the left foot down on the ground approximately shoulder width apart. The right foot does not move.

7.2.2.2. On the next count of the movement, both hands come together in the front of the body, the left hand holds the bugle vertical at the center of the body, the right hand is flared over the left.

7.3. Graveside Service

7.3.1. Upon arrival at the gravesite, the bugler assumes a position approximately 50 paces from the gravesite, in view of the family.

7.3.1.1. If a firing party is also performing, the bugler is positioned in the opposite line of sight, usually diagonal to the foot end of the casket.

7.4. Memorial Service.

7.4.1. During memorial services, the bugler may be placed indoors or out. If indoors, the acoustics of the area should be such that the sound is not overbearing.

7.5. Full Honors Funeral

7.5.1 After the placement of the casket on the mock-up, the bugler assumes the position of stand at, ease.

7.5.2. At the conclusion of the clergy's remarks, the funeral director asks the family to rise for the rendering of military honors, at this time, the bugler assumes the position of attention.

7.5.3. During the firing of the three volleys, the bugler prepares to play Taps.

7.5.4. Taps is played at the conclusion of the third volley performed by the firing party.

7.6. Standard/Modified Honors Funeral

7.6.1 After the placement of the casket on the mock-up, the bugler remains at the position of attention.

7.6.2. When the flag is presented to the OIC/NCOIC of the ceremony, the bugler assumes the position of stand at, ease.

7.6.3. At the conclusion of the clergy's remarks, the funeral director asks the family to rise for the rendering of military honors. The bugler assumes the position of attention.

7.6.4. During the firing of the three volleys, the bugler prepares to play Taps.

7.6.5. Taps is played at the conclusion of the third volley.

7.7. Veteran Funeral

7.7.1 After the placement of the casket on the mock-up, the bugler assumes the position of stand at, ease.

7.7.2. At the conclusion of the clergy's remarks, the funeral director asks the family to rise for the rendering of military honors, at this time, the bugler assumes the position of attention.

7.7.3. Taps is played after the flag is presented to the OIC/NCOIC but prior to presentation to the family.

Chapter 8

FUNERAL SEQUENCES

8.1. Full Honors Funeral

8.1.1. Full honors funerals are conducted for deceased active duty Air Force members and Medal of Honor recipients.

8.1.2. Members of the Air Force Reserve and Air National Guard are also eligible if killed while on active duty status.

8.1.3. Twenty honor guard members are required.

8.1.3.1. Personnel

8.1.3.1.1 Officer in Charge/Non-Commissioned Officer in Charge

8.1.3.1.2. Non Commissioned Officer in Charge of Firing Party (NFP)

8.1.3.1.3. Color Guard (4)

8.1.3.1.4. Pallbearers (6)

8.1.3.1.5. Firing party members (7)

8.1.3.1.6. Bugler/Sound system operator

8.1.4. Sequence

8.1.4.1. The pallbearers and OIC/NCOIC position themselves at the road and await the arrival of the hearse.

8.1.4.2. Colors, Firing Party, and Bugler are pre-posted in their positions.

8.1.4.3. The pallbearers, followed by the OIC/NCOIC bring the casket to gravesite and bring the flag to waist level.

8.1.4.4. The clergy gives the graveside committal service.

8.1.4.5. When the funeral director asks the family to rise for the rendering of military honors, the OIC/NCOIC comes to attention and executes a present arms; which is the cue for the NFP to begin the firing sequence.

8.1.4.6. At the conclusion of the three volleys, the bugler sounds Taps.

8.1.4.7. After Taps, the pallbearers fold the flag and present it to the OIC/NCOIC.

8.1.4.8. The OIC/NCOIC presents the flag to the next of kin.

8.1.4.9. All elements proceed to the assembly point.

8.2. Standard Honors Funeral

8.2.1. Standard honors funerals are conducted for Air Force Retired Members to include those receiving retired pay or members of the Air Force Reserves or Air National Guard (ANG) who have 20 years or more satisfactory service for retirement.

8.2.2. Ten honor guard members are required.

8.2.3. Personnel

8.2.3.1. Officer in Charge/Non-Commissioned Officer in Charge

8.2.3.2. Non Commissioned Officer in Charge of Firing Party (NFP)

8.2.3.3. Dual qualified Pallbearers (6)

8.2.3.4. Firing party member (1)

8.2.3.5. Bugler/Sound system operator

8.2.4. Sequence

8.2.4.1. The NFP positions the firing party members and has them ground arms.

8.2.4.2. All but one firing party member departs for pallbearer duty.

8.2.4.3. The pallbearers and OIC/NCOIC position themselves at the road and await the arrival of the hearse.

8.2.4.4. The pallbearers, followed by the OIC/NCOIC bring the casket to gravesite and begin the flag fold sequence once the family has been seated.

8.2.4.5. The flag is presented to the OIC/NCOIC and the pallbearers depart for firing party duty.

8.2.4.6. The clergy gives the graveside committal service.

8.2.4.7. When the funeral director asks the family to rise for the rendering of military honors, the NFP begins the firing sequence.

8.2.4.8. At the conclusion of the three volleys, the bugler sounds Taps.

8.2.4.9. After Taps, the OIC/NCOIC presents the flag to the next of kin.

8.2.4.10. All members proceed to the assembly point.

8.3. Veteran Honors Funeral

8.3.1. Veteran honors are rendered for former members (veterans) of the Air Force, Army Air Corps or Army Air Forces, and Women's Air Forces, Service Pilots whose last service was honorable, and members of a reserve component not in a duty status.

8.3.2. Three honor guard members are required.

8.3.3.1. Personnel

8.3.3.1.1. Officer in Charge/Non-Commissioned Officer in Charge

8.3.3.1.2. Fold

8.3.3.1.3. Bugler/Sound system operator

8.3.4. Sequence

8.3.4.1. The OIC/NCOIC and Fold position themselves at the road and await the arrival of the hearse.

8.3.4.2. Family designated pallbearers, followed by the OIC/NCOIC and Fold, bring the casket to gravesite.

8.3.4.3. OIC/NCOIC and Fold take their positions at the casket and come to the position of stand at, ease together.

8.3.4.4. The clergy gives the graveside committal service.

8.3.4.5. The funeral director asks the family to rise for the rendering of military honors.

8.3.4.6. The flag is folded and presented to the OIC/NCOIC and Fold takes a predetermined position away from the family.

8.3.4.7. The bugler sounds Taps

8.3.4.8. The OIC/NCOIC presents the flag to the next of kin.

8.3.4.9. OIC/NCOIC steps to Folds position and all members proceed to the assembly point.

Chapter 9

RETREAT CEREMONY

9.1. Personnel.

9.1.1. (1) Non Commissioned Officer-in-Charge (NCOIC)

9.1.2. (2), (5) Flag Bearers

9.2. Equipment.

9.2.1. Base or All Purpose flag

9.3. Support Materials.

9.3.1. Job Commitment

9.3.2. Security Police for traffic control

9.3.3. Band or Installation PA system

9.4. Preparation.

9.4.1. Schedule at least one practice one day prior to the job.

9.4.2. The NCOIC ensures the Base Security Forces is notified of the upcoming retreat ceremony in order to provide the necessary traffic control.

9.4. Intersections surrounding the flagpole are blocked off 15 minutes prior to retreat time.

9.5. Sequence of Events.

9.5.1. At the appropriate time the NCOIC of the Flag detail commands **Forward, MARCH** and the Honor Guard moves into position:

9.5.1.1. The flag lowering portion of the ceremony is conducted IAW AFMAN 36-2203 Chapter 7.

9.5.2. The logistics of each installation will determine a large portion of how the retreat ceremony is conducted. While flexibility is required, great attention must be given to how the National flag is handled. The ultimate result of the ceremony should reflect pride and professionalism while providing the audience with a sense of patriotism.

Chapter 10

AIR FORCE RIFLE CORDON

10.1. Formation and Advancement of Cordon.

10.1.1. The cordon is formed in two lines of equal numbers, the NCOIC may be positioned on the outside of either line and centered.

10.1.2. The NCOIC gives the command **Port, ARMS** followed by **Forward, MARCH**. Cordon marches to a predetermined position and picks up an automatic mark time.

10.1.3. The NCOIC gives the command **Cordon, HALT** and **Order, ARMS**.

10.2. Dressing Sequence.

10.2.1. The NCOIC gives the command **Center, FACE** followed by **Dress Center, DRESS**. The cordon drops their heads and adjust to the marks (If marks are not used, members use peripheral vision to adjust). The NCOIC gives the command **Ready, TWO**. The cordon snaps their heads and dress in the direction the official party will proceed. The NCOIC gives the command **Ready, FRONT**. The cordon snaps their heads straight forward.

10.2.2. The NCOIC gives the command **Ceremonial at, EASE**. The cordon awaits the arrival of the official party.

10.3. Arrival.

10.3.1. Upon the arrival of the official party, the NCOIC gives the command **Cordon, ATTENTION** followed by **Present, ARMS**. The official party passes through the cordon.

10.3.2. The NCOIC gives the command **Order, ARMS**.

10.4. Departure.

10.4.1. Upon the departure of the official party, the NCOIC gives the command **Present, ARMS**. The official party departs through the cordon.

10.4.2. The NCOIC gives the command **Order, ARMS**.

10.5. March Off.

10.5.1. The NCOIC should re-position to the end of the cordon in the direction that they will be traveling.

10.5.2. The NCOIC gives the command **Ready, FACE**. Both elements of the cordon face in the direction of the NCOIC.

10.5.3. The NCOIC gives the command **Port, ARMS** then **Forward, MARCH**.

10.6. Cordon Sizes.

10.6.1. President/Ex-President, 21 member

10.6.2. Vice-President, 19 member

10.6.3. Secretary of Defense, 19 member

10.6.4. Chairman of the Joint Chiefs of Staff/Chief of Staff, 19 member

10.6.5. 4-Star General, 17 member

10.6.6. 3-Star General, 15 member

10.6.7. 2-Star General, 13 member

10.6.8. 1-Star General, 11 member

NOTE: Appropriate guidance on cordons can be obtained from AFR 900-6 (1973 still current). 11th Wing Ceremonies and Protocol can assist, DSN 297-7444, Comm (202) 767-7444.

Chapter 11

SABER AND SWORD MANUALS AND CORDONS

11.1. General.

11.1.1. The saber is worn by officers and the sword is worn by NCO's. Figure 11.1 shows the nomenclature for pertinent parts of the saber, sword, and scabbard.

11.2. Standing Manual of Arms.

11.2.1. **ATTENTION.** This is the position before the command **Draw, SABER (SWORD)** and after the command **Return, SABER (SWORD)**. The hands are behind the trouser seams and the thumbs touch the first joint of the forefingers.

11.2.2. Draw Saber (Sword).

11.2.2.1. At the preparatory command **Draw**, grasp the scabbard with the left hand turning the scabbard clockwise 180 degrees, tilting it forward to form an angle of 45 degrees with the ground. Take the saber grip in the right hand and pull the saber about 6 inches. The right forearm is now parallel to the ground.

11.2.2.2. On the command of execution **SABER (SWORD)**, the saber (sword) is pulled out the scabbard and held in the position of carry saber (sword). The saber (sword) is held with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder.

11.2.3. Carry Saber (Sword).

11.2.3.1. At carry saber (sword), the officer (NCO) is at the position of attention. The saber (sword) is held in the right hand; the wrist is as straight as possible with the thumb along the seam of the trouser leg. The point of the blade rests inside the point of the shoulder and not along the arm. The saber (sword) is held in this position by the thumb and forefinger grasping the grip, and it is steadied with the second finger behind the grip.

11.2.3.2. The carry saber (sword) position is assumed under the following situations:

11.2.3.2.1. To give commands.

11.2.3.2.2. To change positions.

11.2.3.2.3. By officers when officially addressing, or when officially addressed by, another officer, if the saber is drawn.

11.2.3.2.4. By NCO's when officially addressing an airman, or when officially being addressed by an officer, if the sword is drawn.

11.2.3.2.5. Before returning the saber (sword) to the scabbard.

11.2.3.2.6. At the preparatory command for, and while marching at, quick time.

11.2.3.3. Present saber (sword) may be executed from the carry position when serving in the capacity of commander of troops or serving in a command that is not part of a larger unit. On the preparatory command of **Present**, the saber (sword) is brought to a position (at the rate of two counts) approximately four inches from the nose so that the tip of the saber (sword) is six inches from the vertical. At the command of execution **ARMS**, the right hand is lowered at the left side of the grip and the tip of the saber (sword) about six inches from the marching surface.

11.2.3.4. On the command **Order, ARMS**, the saber (sword) is returned to the position of carry saber (sword).

11.2.4. **Parade Rest.** This position is assumed without moving the saber (sword) from the order arms position. At the command of execution, the left foot is moved about 10 inches to the left of the right foot, and the left hand is placed in the small of the back, fingers extended and joined, palm to the rear. At the command of execution **ATTENTION**, the left hand and foot are returned to the position of attention.

NOTE: Whenever the saber (sword) is at the order arms position the saber (sword) is straight, not at an angle inward or outward in relationship to the body.

11.2.5. **Return Saber (Sword).** This movement is executed from carry saber (sword) in three counts.

11.2.5.1. At the preparatory command **Return** of the command **Officers (NCO's), Return, SABER (SWORD)**, the saber (sword) is brought to a vertical position. The forearm (wrist) is held parallel to the marching surface about three inches from the body; the guard is pointed to the left.

11.2.5.2. At the command of execution **SABER (SWORD)**, three actions take place simultaneously: the saber (sword) is pivoted downward toward the guard, at the same time grasp the scabbard with the left hand just above the upper brass ring mounting. Tilt it forward and turn it clockwise 180 degrees. The scabbard should form a 45-degree angle with the ground, and the saber (sword) bearer turns his head to the left and looks down to observe the mouthpiece of the scabbard (the shoulders remain squared to the front and level). As smoothly and as quickly as possible, the saber (sword) is inserted into the scabbard and stopped so that about 12 inches of the blade is showing; the right forearm (wrist) is horizontal to the marching surface and three inches from the body.

11.2.5.3. At the command of execution **CUT** of the command **Ready, CUT**, the saber (sword) is thrust smartly into the scabbard, the scabbard is rotated so that its tip is forward, and the saber (sword) bearer comes to attention.

11.3 Saber (Sword) Cordon.

11.3.1. Saber (sword) Cordons consist of eight members and an OIC/NCOIC.

11.3.1.1. All nine members bear a saber (sword).

11.3.2. The cordon is formed in two elements four members deep, the OIC/NCOIC is centered outside one of the elements.

11.3.3. The distance between the two elements is dependent on available room, the distance should be at least adequate for those who are walking through the cordon to pass safely.

11.3.4. The distance between the members of each element is at least normal distance.

11.3.4.1. Distance can be adjusted in relationship to the performance area to achieve symmetrical spacing using pre-positioned marks on the floor.

11.3.5. The cordon enters the performance area at the position of carry, saber (sword).

11.3.6. The cordon picks up an automatic mark time on the marks then halted.

11.3.7. The OIC/NCOIC gives the commands **Center, FACE** followed by **Dress Center, DRESS**.

11.3.7.1. On the command **DRESS**, the cordon members execute a head snap down and make small adjustments to center on the mark

11.3.8. The OIC/NCOIC gives the command **Ready, FRONT**.

11.3.8.1. The cordon members snap their heads to the front.

11.3.9. Upon cue or advancement of the honorees, the OIC/NCOIC gives the command **Present, ARMS**.

11.3.9.1. The cordon members form the arch by extending their right arm, forming a straight line with their arm and the saber (sword). The saber (sword) is at a 45 degree upward angle.

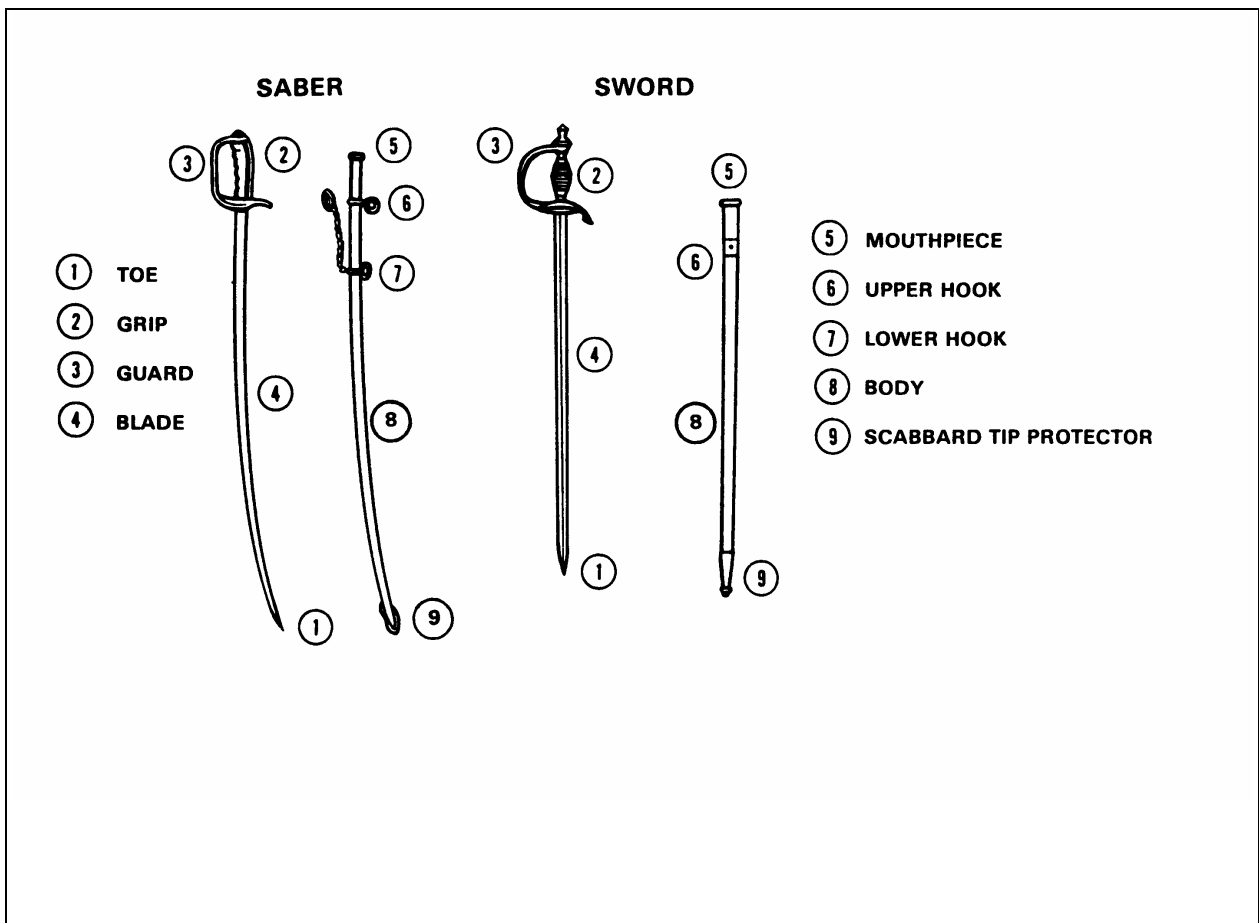
11.3.9.2 Once all honorees have exited the arch, the OIC/NCOIC gives the command **Order, ARMS**.

11.3.9.3 Cordon members return to the position of carry.

11.3.9.4 OIC/NCOIC gives the command **Ready, FACE**. Cordon members face in the direction they entered.

11.3.9.5 OIC/NCOIC gives the command **Forward, MARCH**. Members march to a predetermined location.

Figure 11.1. (Saber and Sword Diagrams)



Chapter 12

GENERAL INFORMATION AND MAINTENANCE OF THE M14 RIFLE

12.1. Introduction. This chapter provides basic maintenance and general information on the M14 Rifle. A diagram is included at Figure 4.1 page 50 to identify each piece of the weapon.

12.2. General Information. The M14 7.62 mm rifle is a magazine-fed, gas operated shoulder weapon, designed primarily for semi-automatic fire. It was the standard service rifle until it was replaced in the late-1960s by the 5.56mm M16A1 rifle. Honor Guard issued M14's have been modified by the AF Gunsmith to prevent semi-automatic fire, and should be annotated as such on all equipment inventory listings.

12.3. Specifications

12.3.1 Length: 44.14 inches (112.12 centimeters)

12.3.2 Length of barrel: 22 inches (55.88 centimeters)

12.3.3 Weight with empty magazine: 8.7 pounds (3.95 kilograms)

12.3.3.1 Weight with full magazine and sling: 11.0 pounds (5.0 kilograms)

12.3.4 Bore diameter: 7.62mm

12.3.5 Maximum effective range: 1,509.26 feet (460 meters)

12.3.6 Muzzle velocity: 2,800 feet (853 meters) per second

12.3.7 Cyclic rate of fire: 750 rounds per minute

12.3.8 Magazine capacity: 20 rounds

12.3.9 Unit Replacement Cost: \$576

12.3.10 Date Adopted: 1 May 1957

12.4. Disassembly of the M14. Remove the firing mechanism to separate the M14 in the three main groups (firing mechanism, barrel and receiver group, stock group).

12.5. Disassembly of the Barrel and Receiver Group.

12.5.1 Removing the Connector Assembly

12.5.1.1 Place the barrel and receiver group on its left side with the operating rod handle up and the muzzle away from you.

12.5.1.2 With the bolt closed, place the right thumb on the rear of the connector assembly, the first finger on the sear release bracket and the second finger inside the rear of the receiver.

12.5.1.3 Push forward with the thumb until the forward end of the assembly can be lifted off the connector lock with the thumb and forefinger of the left hand.

12.5.1.4 Turn the connector assembly clockwise until the elongated hole in the connector assembly is aligned with the elongated stud on the sear release.

12.5.1.5 Lower the front end of the connector assembly and lift the rear end of the elongated stud of the sear release.

12.5.2 Removing the Operating Rod Spring and Operating Rod Spring Guide.

12.5.2.1 Place the barrel and receiver group on a flat surface, sights down, muzzle to the left.

12.5.2.2 With your left hand, pull toward the muzzle on the operating rod spring to relieve pressure on the connector lock.

12.5.2.3 With your right forefinger, pull the connector lock toward you and, allowing the operating rod spring to expand slowly, disconnect and remove the operating rod spring and operating rod spring guide. Separate these two parts.

12.5.3 Removing the Operating Rod.

12.5.3.1 Turn the barrel and receiver group so the sights are up and the muzzle is pointing away from you.

12.5.3.2 Pull back the operating rod handle until the guide lug on its side surface is aligned with the disassembly notch on the right side of the receiver.

12.5.3.3 Rotate the operating rod downward and outward, then pull it to the rear, disengaging it from the operating rod guide.

12.5.4 Removing the Bolt. Grasp the bolt by the roller and, while sliding it forward, lift it upward and outward to the right front with a slight rotating motion.

12.6 Assembly of the Barrel and Receiver Group.

12.6.1 Replacing the Bolt.

12.6.1.1 Place the barrel and receiver on the table, sights up, muzzle pointing away from you.

12.6.1.2 Hold the bolt by the roller and locking lug and place the rear of the bolt on the bridge of the receiver, firing pin tang pointed down.

12.6.1.3 Turn the bolt slightly counterclockwise until the tang of the firing pin clears the bridge.

12.6.1.4 Guide the left locking lug of the bolt into its groove on the left side of the receiver.

12.6.1.5 Lower the right locking lug on its bearing surface and slide the bolt halfway to the rear.

12.6.2 Replacing the Operating Rod.

12.6.2.1 Holding the operating rod at the handle, place the front end into the operating rod guide, and position the rod so that the recess in the hump fits over the bolt roller.

12.6.2.2 Turn the operating rod to the left until the guide lug fits into the disassembly notch on the receiver, then move the operating rod forward until the bolt is closed.

12.6.3 Replacing the Operating Rod Spring and Operating Rod Spring Guide.

12.6.3.1 Turn the barrel and receiver over so the sights are down and the muzzle is to the left.

12.6.3.2 Place the operating rod spring guide into the operating rod spring, hump up, and feed the loose end of the spring into the operating rod.

12.6.3.3 Grasp the spring and guide with the left hand and compress the spring until the hole in the guide can be aligned with the connector lock.

12.6.3.4 Lower the guide and push the connector lock in with the right thumb.

12.6.4 Replacing the Connector Assembly.

12.6.4.1 Place the barrel and receiver on its side with the operating rod handle up, muzzle away from you.

12.6.4.2 Place the elongated hole in the rear of the connector assembly on the elongated stud on the sear release.

12.6.4.3 Place the thumb of the right hand on the rear of the connector assembly, the first finger on the sear release bracket, and the second finger inside the rear of the receiver.

12.6.4.4 Pushing toward the muzzle with the right thumb and with the thumb and first finger of the left hand, turn the front of the connector counterclockwise until it can be snapped onto the connector lock.

12.7 Assembly of the Three Main Groups

12.7.1 Place the barrel and receiver group on a flat surface, sights down.

12.7.2 Pick up the stock group and engage the stock ferrule in the front band, then lower the stock group onto the barrel and receiver group.

12.7.3 Open the trigger guard and place the firing mechanism straight down into the receiver, making sure that the guide rib on the firing mechanism enters the recess in the receiver.

12.7.4 Place the butt of the weapon on the left thigh, sights to the left, ensuring the trigger guard has cleared the trigger.

12.7.5 With the palm of the right hand, strike the trigger guard, fully engaging in to the receiver.

12.8 Cleaning the M14 Rifle

12.8.1 Procedures for Cleaning the Chamber and Bore.

12.8.1.1 Assemble four sections of the cleaning rod with the combination tool attached to the back of the rod and the bore cleaning brush attached to the front end.

12.8.1.2 Apply a few drops of Break-Free bore cleaner/lubricant to the bore brush.

12.8.1.3 Insert the brush into the bore, push it through the length of the barrel and then remove.

12.8.1.4 Remove the bore cleaning brush from the front end of the cleaning rod assembly.

12.8.1.5 Gently insert the cleaning rod into the bore all the way.

12.8.1.6 Place two patches into the patch holder along with a few drops of Break-Free.

12.8.1.7 Flare the patches out then insert the patch holder with wet patches into the chamber.

12.8.1.8 Push the threaded end into the chamber until it touches the cleaning rod. Hold it there with one hand,

12.8.1.9 Screw the rod assembly onto the patch holder, with the other hand, until the patches turn with the rod.

12.8.1.10 Pull the patches into the chamber firmly; at the same time turning the rod clockwise by grasping it between the handle and the muzzle of the weapon.

12.8.1.11 Turn the rod several times clockwise, pulling the patches into the chamber firmly, wiping out the chamber thoroughly.

12.8.1.12 Screw the patch holder off the rod.

12.8.1.13 Insert the rod, less the patch holder, gently into the bore; all the way.

12.8.1.14 Attach patch holder with a single, dry patch.

12.8.1.15 Pull single patch straight and parallel through the bore

12.8.1.16 Repeat pulling single patches through the bore until bore is free from all debris.

12.8.2 Procedures for Cleaning the Gas Cylinder Plug.

12.8.2.1 Pour a small quantity of bore cleaner in the plug, insert and rotate the bore cleaning brush.

12.8.2.2 Remove the brush, clean and dry the plug with patches.

12.8.3 Procedures for Cleaning the Gas Cylinder.

12.8.3.1 Install the patch holder on a section of cleaning rod.

12.8.3.2 Put two patches on the holder, moisten them with bore cleaner and swab the cylinder bore.

12.8.3.3 Dry the bore with clean patches.

12.8.4 Procedures for Cleaning the Gas Piston.

12.8.4.1 Saturate patches with bore cleaner and wipe the exterior surface of the piston as clean as possible.

12.8.4.2 Install the bore cleaning brush on a section of the cleaning rod.

12.8.4.3 Moisten the brush with bore cleaner and clean the interior of the piston.

12.8.4.4 Wipe the piston dry.

12.8.5 Procedures for Cleaning the face of the Bolt

12.8.5.1 Clean the face of the bolt with a patch and bore cleaner, paying particular attention to its inside edges.

12.8.5.2 Remove the bore cleaner with dry patches and oil the part lightly.

12.8.6 Procedures for Cleaning the Spindle Valve.

12.8.6.1 Depress the valve and rotate it several times after each day's firing.

12.8.6.2 Don not disassemble it.

12.8.7 Procedures for Cleaning the Magazine.

12.8.7.1 Inspect the interior of the magazine by depressing the follower with the thumb.

12.8.7.2 If the interior is dirty, disassemble the magazine and clean it, then lightly oil the component parts.

12.8.8 Procedures for Cleaning the Stabilizer Assembly

12.6.8.1 The stabilizer assembly should be removed and cleaned with a stiff brush to remove all carbon or other particles which may block the gas ports.

12.8.9 Procedures for Cleaning All Other Parts.

12.8.9.1 Use a dry cloth to remove all dirt or sand from other parts and exterior surfaces.

12.8.9.2 Apply a light coat of oil to the metal parts and rub raw linseed oil into the wooden parts.

12.9 Normal Maintenance.

12.9.1 The rifle should be inspected daily, when in use, for evidence of rust and general appearance.

12.9.2 A light coat of oil should be maintained on all metal parts, except the gas piston, interior of the gas cylinder, and the gas plug.

12.9.3 The daily inspection should also reveal any defects such as burred, worn or cracked parts.

12.9.4 Defects should be reported to CATM officials for correction.

Chapter 13

POW/MIA HAT TABLE CEREMONY

13.1. Personnel.

13.1.1. (1) NCOIC

13.1.2. (5) Hat Bearers

13.2. Equipment.

13.2.1. (1) ceremonial Army hat

13.2.2. (1) ceremonial Marine hat

13.2.3. (1) ceremonial Navy hat

13.2.4. (1) ceremonial Air Force hat

13.2.5. (1) ceremonial Coast Guard hat

13.2.6. (1) civilian hat

13.3. Support Materials.

13.3.1. (1) Bible (Optional)

13.3.2. (1) red rose

13.3.3. (1) yellow ribbon

13.3.4. (1) slice of lemon on a coaster with a pinch of salt

13.3.5. (1) place setting at an open table

13.3.6. (5) wine glasses

NOTE: All support materials should be supplied by the host.

13.4. Preparation.

13.4.1. NCOIC meets with host upon arrival at ceremony site to go over specifics:

13.4.1.1. Entrance cue.

13.4.1.2. Entrance and departure area.

13.4.1.3. Make sure that there is enough room around the table for all team members to walk.

13.4.1.4. Proper set-up of the table:

13.4.1.4.1. Yellow ribbon tied around vase, placed in the middle of the table.

13.4.1.4.2. Bible is placed next to the vase.

13.4.1.4.3. Coaster with slice of lemon and pinch of salt on it is placed next to the Bible and the vase.

13.4.1.4.4. There is only one place setting with plate, silverware, and wineglass.

13.4.1.4.5. The other four wineglasses should be placed evenly around the table in empty place settings.

13.4.1.5. Have team practice at least once prior to the ceremony.

13.5. Sequence of Events.

13.5.1. Fifteen minutes prior to ceremony the team lines up outside of the entrance: holding hats in correct Joint Service order (Army, Marines, Navy, Air Force, Coast Guard, civilian), at waist level, and with the bill of the hat pointing out.

13.5.2. Once the narrator starts reading the POW/MIA HAT TABLE script the team is queued and enters the room headed toward the table.

13.5.3. Upon reaching the table the team circles it once and the NCOIC calls **HALT** when the Air Force hat is in front of the full place setting for the second time.

13.5.4. NCOIC calls **Ready, FACE** and the team faces the table.

13.5.5. The NCOIC starts the movement and at the same time all bearers move their right hands slowly around the front of the bill to the left side of the hat, touching their left hand. Then letting go with the left hand and keeping it in position, turning the hat around 180 degrees. Bearers then bend over and place hats in the place setting.

13.5.6. The bearers let go of the hat, stand up at attention and reach out with their right hand and cup the wineglass. All wineglasses will be lifted out in front of the bearers meeting in the center of the table. Glasses are turned upside down and then lowered back down to the table.

13.5.7. When the glasses are securely on the table the bearers come back to the position of attention.

13.5.8. NCOIC calls **Present, ARMS**. The bearers perform a three second present and a three second order.

13.5.9. Once back at the position of attention the NCOIC calls **Ready, FACE**. All bearers perform a right face, wait one count, and then step off with no arm swing toward the predetermined departure area.

NOTE: If the host wishes, after the dinner is over the team may go back in and get the hats. This is performed in the exact opposite order.

NOTE: All commands are subdued and called only loud enough for the members of the team to hear.

13.6. The following is the recommended script according to the POW/MIA league of families and endorsed by the Department of Defense:

MISSING MAN TABLE & HONORS CEREMONY
Courtesy of
NATIONAL LEAGUE OF FAMILIES
OF AMERICAN PRISONERS AND MISSING IN SOUTHEAST ASIA

Moderator:

As you entered the dining area, you may have noticed a table at the front, raised to call your attention to its purpose -- it is reserved to honor our missing loved ones [or missing comrades in arms, for veterans].

Set for six, the empty places represent Americans still [our men] missing from each of the five services -- Army, Marine Corps, Navy, Air Force, Coast Guard -- and civilians. This Honors Ceremony symbolizes that they are with us, here in spirit.

Some [here] in this room were very young when they were sent into combat; however, all Americans should never forget the brave men and women who answered our nation's call [to serve] and served the cause of freedom in a special way.

I would like to ask you to stand, and remain standing for a moment of silent prayer, as the Honor Guard places the five service covers and a civilian cap on each empty plate.

Honor Guard: (In silence or with dignified, quiet music as background, the Honor Guard moves into position around the table and simultaneously places the covers of the Army, Navy, Marine Corps, Air Force and Coast Guard, and a civilian hat, on the dinner plate at each table setting. The Honor Guard then departs.)

Moderator:

Please be seated I would like to explain the meaning of the items on this special table.

The table is round -- to show our everlasting concern for our missing men.

The tablecloth is white -- symbolizing the purity of their motives when answering the call to duty.

The single red rose, displayed in a vase, reminds us of the life of each of the missing, and the[ir] loved ones and friends of these Americans who keep the faith, awaiting answers.

The vase is tied with a yellow ribbon, symbol of our continued determination to account for our missing.

A slice of lemon on the bread plate is to remind us of the bitter fate

of those captured and missing in a foreign land.
A pinch of salt symbolizes the tears endured by those missing and their families who seek answers.
The Bible represents the strength gained through faith to sustain those lost from our country, founded as one nation under God.
The glass is inverted -- to symbolize their inability to share this evening's [morning's/day's] toast.
The chairs are empty -- they are missing.
Let us now raise our water glasses in a toast to honor America's POW/MIAs and to the success of our efforts to account for them.
<end>

Note: The number of personnel can be varied from one to six.

The ceremony can be altered as to the number of hats and personnel. You can also place the hats as the later part of the script is read and invert the glass as the script mentions it.

Chapter 14

HISTORY AND TRADITIONS

14.1. Flag History

14.1.1. Just as our country received its birthright from people of many lands, so did the stars and stripes rise from several origins. The stars and stripes are symbols of heavens and the divine goal to which man has aspired since the beginning of time. The stripes are symbolic of the rays of light emanating from the sun.

14.1.2. Both have been represented on standards of nations, from banners of ancient Egypt and Babylon to the 12 starred flag of the Spanish Conquistadors under Cortez. Continuing in favor, they spread to striped standards of Holland and West India company in the 17th Century and to the present patterns of stars and stripes on flags of several nations of Europe, Asia, Africa, and the Americas.

14.1.3. Many of the flags created by our forefathers were symbols of their struggles with the wilderness of new lands. Beavers, pine trees, rattlesnakes, and anchors are some examples used on the flags created by our forefathers with mottos such as: hope, liberty, appeals to heaven, or don't tread on me.

14.1.4. Standardization became necessary as the colonies became closer and the revolution grew.

14.1.5. On December 2, 1775 the Continental Congress approved a flag design to be flown by ships departing to intercept British supply vessels. The flag was first hoisted on the Alfred at Philadelphia by Lt. John Paul Jones. The flag had 13 red and white stripes and a (canton) with the British Union Jack with the St. George's and St. Andrew crossed on top. It was called the Continental Flag and later the Grand Union. It soon became inappropriate so they thought of a new idea for a flag.

14.1.6. An act of Congress established the Stars and Stripes on June 14, 1777. They stated that the 13 stars represented a "new constellation" on a union of blue. Stars and stripes were added over the years, but would get too big by adding stars and stripes for every added state. So, Capt. Samuel C. Reid, Commander of the General Armstrong in the War of 1812 and Peter Waldone suggested to Congress that they should have a flag with 13 stripes for the 13 original colonies and just add a star for every new state on the blue union. Congress approved the idea on April 18, 1818. The flag would have 13 alternating red and white stripes, 7 red and 6 white, for the 13 original colonies and a new star would be added for each new state on July 4 following its admission. The next flag made after it was passed and had twenty stars. Stars were added over the years and the union began to fill. Then on July 4, 1960 we were flying our present flag with the admission of Hawaii as our 50th state.

14.1.7. Traditional customs and practices of displaying our flag and ensuring that it is properly honored were gathered by veterans and other patriotic organizations over 50 years ago. These served as a voluntary guide until World War II when Congress prepared a formal code of flag etiquette to assure uniform practices throughout the nation. In a joint resolution by both Houses in the 77th Congress, the Code became Public Law 829-77 on December 22, (1947). It was a guide for citizens who were not required to conform to the regulations of the armed forces or other branches of the government. The military services and the Department of Defense (DoD) have instructions, regulations, and manuals prescribing the use and display of the flag. Examples include DoD Instruction #1005.6, Half-staffing of the American Flag.

14.1.8. When our flag is raised it should be raised briskly. When lowered, it should be lowered ceremoniously. The same ceremonious respect should be used when folding our flag. By folding our flag with dignity and honor, we not only show our respect to our flag but patriotism to our country.

14.1.9. Webster's dictionary definition of a flag is: A piece of fabric displayed to identify a nation, group of persons, or to serve as a signal. The meaning derived from the design of our nations flag carries many traditions.

14.2. Changes in Flags.

14.2.1. In 1912, New Mexico and Arizona were admitted to the Union to increase the number of stars to 48, the number remained that way for more than 46 years and two world wars. Finally, in January 1959 Alaska was admitted into the Union bringing the number to 49. That flag flew for only 8 months until our present flag came to be in August 1959 with the acceptance of Hawaii into the Union, our 50th state. From the first flag to our present, 27 changes were made to finalize the combination of 50 white stars on a blue field and 7 red and 6 white stripes.

14.3. Flags On Graves.

14.3.1. The flags on graves we display on Memorial Day was started by Mrs. Laura D. Richardson of Knoxville, Tennessee. Mrs. Richardson was the Chairperson of a committee of 4 women to obtain flowers for decorating the three thousand graves in the national cemetery of Knoxville. Unfortunately, the flowers were unavailable or out-of-season, so a substitute was added. One day she saw some flags in the store window and got an instant idea. She purchased the flags and persuaded the local lumber mill to provide the wood for the tiny flagpoles and on May 30, 1874 we saw the flags in a national cemetery for the first time.

14.4. Flags Covering Caskets.

14.4.1. The custom of covering the casket with a flag believed to have occurred during the pre-Civil War, Civil War days when on the battlefield caskets were not available. The flag was wrapped around the dead soldier's body forming a makeshift pall in which

he could be buried. The word pall can mean different things depending on where you look. For example: A cloth often of velvet for spreading over a coffin, bier, or tomb (American College Dictionary) or denotes the flag held at waist level, stretched taut and kept even at all points while being held. Later, this custom assumed a deeper significance. According the US Flag Code, the union of the flag should always be draped over the left shoulder of the deceased. It may be said that the flag is embracing the deceased who in life has served the flag. Today, the American Flag that covers the casket symbolizes the decedents service in the armed forces of the United States of America.

14.5. Flag Position (Open Casket).

14.5.1. It is customary to drape the flag on the casket over the part of the cover, which is usually left on the casket during the period that the body is being viewed. The flag is placed in the same position as when it is used to cover the casket (union at the head over the left shoulder) union in full view. The stripes should be folded under so the flag will not hang excessively at the foot.

Some interesting trivia pertaining to flags, the story of Betsy Ross and the first American Flag is very popular but no where in the history books is it supported by fact.

14.6. Disposal of the Flag

14.6.1. When the National Flag is worn out, it should be disposed of with due reverence. According to approved custom, the union is first cut from the flag then the two pieces, which are no longer forming a flag, are burned privately and without ceremony.

14.6.2. According to United States Code, Title 4, Chapter 1, Section 8 (k), the flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

14.7. Taps

14.7.1. Originally, the American Army used the French L'Extinction Des Feux (Lights Out) for Taps. It was said to be Napoleon's favorite but it did not suit General Daniel Butterfield. Not knowing a note of music, General Butterfield decided to put something together more suited for signaling the end of the day's activity. With the help of the brigade bugler, Oliver W. Norton, General Butterfield created Taps one night in July 1862. Taps was made official throughout the Army in 1932.

14.7.2. Taps was used in connection with military funerals during the same campaign. A soldier was buried at a time when Capt. Tidball's battery occupied an advanced position concealed in the woods. It was unsafe to fire the customary three volleys over the grave. So, Capt. Tidball thought that Taps would be the most appropriate ceremony that could be substituted. The custom went up through the chain-of-command of the Army and was finally confirmed by orders.

14.7.3. Taps over the grave today marks the beginning of the long last sleep and expresses hope and confidence in an ultimate reveille to come.

14.7.4. Words for Taps

*Fades the light,
and afar
Goeth day
Cometh night;
and a star
Leadeth all,
Speedeth all
To their rest.
Day is done,
Gone the sun,
From the hills,
From the lake,
From the sky,
All is well,
Safely rest,
God is nigh*

14.8. Base Honor Guard Creed

Handpicked to serve as a member of the (name of base) Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

Others earned the right for me to wear the ceremonial uniform, one that is honored in rich tradition and history. I will honor their memory by wearing it properly and proudly.

Never will I allow my performance to be dictated by the type of ceremony, severity of the temperature, or size of the crowd. I will remain superbly conditioned to perfect all movement throughout every drill and ceremony.

Obligated by my oath I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

Representing every member, past and present, of the United States Air Force, I vow to stand sharp, crisp, and motionless, for I am a ceremonial guardsman.

Chapter 15

OIC/NCOIC RESPONSIBILITIES ON FHF/SHF

15.1. General Information

- 15.1.1. All FHF/SHF has a requirement for an OIC/NCOIC position.
- 15.1.2. During the movement of the casket, the OIC/NCOIC presents arms.
- 15.1.3. As the casket is placed on the lowering device, the OIC/NCOIC orders arms.
- 15.1.4. Has responsibility of knowledge on all elements and sequence.
- 15.1.5. Presents the folded flag to the next of kin.
- 15.1.6. Overall responsibility of the whole ceremony

15.2. Pre-ceremony

- 15.2.1. Checks gravesite with NPB/NFP/NCT (approximately one hour before start time).
- 15.2.2. Check with funeral director for route of hearse and ensuring the ceremony is on time.
- 15.2.3. Determine where pallbearers need you to stop the hearse. You will have your back to the gravesite.

15.3. Arrival of Ceremony

- 15.3.1. From the position determined by pallbearers, remain at the position of stand at ease.
- 15.3.2. Take the command of Bearers, ATTENTION given by the NPB.
- 15.3.3. As hearse approaches salute, when it passes drop salute.
 - 15.3.3.1. Ensure the hearse stops where needed, this ensures the pallbearers have the shortest route possible.
- 15.3.4. Communicate with the funeral director/chaplain etc.
 - 15.3.4.1. Determine who the next of kin or the recipient of the flag will be.
 - 15.3.4.2. Let the funeral director/chaplain etc. know the sequence of events for the ceremony. This should ensure that the ceremony runs smooth without confusion.

15.3.4.3. Tell the funeral director to ask the family to rise for military honors when it is time for honors.

15.3.4.4. Tell the funeral director to let you know when the ceremony can begin so you can signal the pallbearers.

15.3.4.5. If the procession is large, go to the position of stand at ease. This signals the pallbearers to go to stand at, ease.

15.3.4.6. Ensure that the casket is in the hearse properly, flag properly draped etc. If anything is needed to fix, ask the driver of the hearse or funeral director to fix it. **DO NOT TOUCH ANYTHING** unless given permission.

15.4. Ceremony

15.4.1. When given the cue by the funeral director, give the command of **SECURE** to the pallbearers. When giving the command, remember to come to the position of attention.

15.4.2. As the pallbearers pull the casket out render hand salute.

15.4.3. After pallbearers execute “turning steps”, execute a facing movement in the appropriate direction and render a hand salute.

15.4.4. When casket passes, order arms and step off with both arms suspended following the casket. Ensure that you stay in step with the pallbearer team. You should be approximately four to six paces away from the rear of the casket.

15.4.5. Break off of the pallbearers and march to the foot end of the grave. Make sure you leave enough room for the pallbearers to fold the flag at tabletop. Present arms until the casket is set down on the lowering device. Order arms once it is down.

15.4.6. On a SHF, pallbearers will fold the flag immediately upon the seating of the immediate family.

15.4.6.1. Once the Dressing sequence is complete, take a left step towards the NPB. As NPB lowers the flag down to you, retrieve it with the left and on top, right hand on the bottom.

15.4.6.2. After NPB orders arms, bring the flag to your chest, placing both hands on the flag to press it against your chest.

15.4.6.3. Ensure that the left hand is on top of the right hand and the fingertips of the middle fingers overlap.

15.4.6.4. Take one right step simultaneously with the NPB executing a left face. Ensure that you are at the center of the lowering device.

15.4.6.5. Give the subdued command of **Bearers, POST.**

15.4.6.6. Once pallbearers depart, assume the position of stand at ease. This is done by moving the left foot six to eight inches to the left.

15.4.6.7. When the funeral director asks the family to rise, signaling the beginning of the military honors sequence, return to the position of attention, by bringing the left foot back in place.

15.4.6.8. Upon the completion of taps, lower the flag down so that it is parallel to the ground. Walk over to the recipient of the flag, rotate the flag so that the top point is toward you and offer the flag. You have the option of kneeling down on one knee. Refer to 5.5.3.15. for message of condolence.

15.4.6.9. If kneeling, stand up and render hand salute to the flag. Order arms, take one step back, face in the appropriate direction and step off with suspended armswing towards the transportation site.

15.4.7. On a FHF, OIC/NCOIC will go to the position of stand at ease when the pallbearers go to “tabletop”.

15.4.7.1. When the funeral director asks the family to rise, signaling the beginning of the military honors sequence, return to the position of attention. Present arms.

15.4.7.2. Upon the completion of taps, order arms.

15.4.7.3. Upon the completion of the dressing sequence, take one left step to retrieve the flag from the NPB. When receiving the flag ensure that the left hand is on top and the right hand is underneath to support.

15.4.7.4. After the order arms by the NPB, execute a three second facing movement in the appropriate direction toward the recipient of the flag.

15.4.7.5. Walk over to the recipient of the flag, rotate the flag so that the top point is toward you and offer the flag. You have the option of kneeling down on one knee. Refer to 5.5.3.15. for the message of condolence.

15.4.7.6. If kneeling, stand up and present arms. Order arms, take one step back, and face in appropriate direction. Step off with suspended armswing and return to the foot end of the casket.

15.4.7.7. Give the subdued command of **Bearers, POST.**

15.4.7.8. Step off behind the pallbearers with armswing suspended. When pallbearers return to the cadence of quick time, OIC/NCOIC does as well.

15.4.8. At the transportation site, give debrief on how the ceremony went. This helps others learn from possible scenarios and situations.

15.4.8.1. When in the debrief, ensure that all key personnel address the ceremony also.

Attachment 1

GLOSSARY OF TERMS AND REFERENCES

Terms and Abbreviations

Buttslam-When the bottom of the weapon hits on the ground from the flare position

Canoe- When every member of the bearers team hands are extended on the flag to make a “u” shape

Duck Walk-Walk normally, with the toes pointed outward, to avoid stepping on the heels of the person in front of you.

Fallout-Dismissed; may leave from the immediate area

Flare (w/wpn)-When the weapon is in the right hand at a fist at the upper hand guard. The right arm is extended and the trigger housing is at knee level

Flare (w/hand)-All fingers are joined and the thumb is along the forefinger

FHF-Full Honors Funeral

M14-Weapon of choice for ceremonial use

NCOIC-Noncommissioned Officer In Charge

NCT-NCOIC of Color Team

NFP-NCOIC of Firing Party

NPB-NCOIC of Pall Bearers

OIC-Officer In Charge

SHF-Standard Honors Funeral

Tug-When the NPB raises the right hand with the flag toward the left hand, then snaps the flag back to table top

VHF-Veteran Honors Funeral

References

AFMAN 36-2203, *Drill and Ceremonies*

AFI 34-242, *Mortuary Affairs Program*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

National League of Families of American Prisoners of War and Missing in Southeast Asia

Army Field Manual 23-8

United States Code